

**Board of Education Regular Meeting
Monday, June 13, 2022 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, June 13, 2022 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/Report from Mr. Kurt Wagner, Transportation Director
- 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.B. Discuss, Consider, and Take All Necessary Action in Regard to Receiving Recommendations of the Committee on American Civics for Student Board Representatives and Appointment of Student Board Representatives for the 2022-2023 School Term
 - VIII.C. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook
 - VIII.D. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Extra-Duty Assignments
 - VIII.E. Discuss, Consider, and Take All Necessary Action in Regards to Approval of a Revised Interlocal Agreement with ESU#13 and Regional School Districts for Panhandle Beginnings Day Treatment Center
 - VIII.F. Discuss, Consider, and Take All Necessary Action in Regard to the Employment of Dr. Jessica Radford as Special Education Director/School Psychologist for the 2022-2023 School Term

- VIII.G. Discuss, Consider, and Take All Necessary Action in Regard to the Employment of Mr. Zachary Nesbitt as Activities Director for the 2022-2023 School Term
- VIII.H. Discuss, Consider, and Take All Necessary Action in Regard to the Employment of Ms. Shania Bozzetto as Special Education Teacher for the 2022-2023 School Term
- VIII.I. Discuss, Consider, and Take All Necessary Action in Regard to Proposed Purchase of Elementary Reading Curricular Materials (Into Reading) with Comprehensive Support for Improvement and ESSER II Funds
- VIII.J. Discuss, Consider, and Take All Necessary Action in Regard to Proposed Purchase of Broadcasting/Journalism/Digital Media Curricular Materials.
- VIII.K. Discuss, Consider, and Take All Necessary Action in Regard to Approval of an Amendment with the Bayard Education Association Establishing Extra Duty Compensation for Softball Coaching in Alignment with other Coaching Positions
- VIII.L. Discuss, Consider, and Take All Necessary Action in Regard to Consideration of Proposals for Painting the School Auditorium
- VIII.M. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Employment
- VIII.N. Discuss, Consider, and Take All Necessary Action in Regard to Appointment of Mr. Rodney Olson as Designated Official of the Board of Education with Authority to Apply for Elementary and Secondary Education Act Grants and to Testify before Legislative Committees and to Provide Authorization of Mr. Olson as a Signatory of School District Bank Accounts
- IX. Discussion Items
 - IX.A. Presentation and Discussion Regarding Proposals for Grading, Late Work, Retakes, and Grading Scale.
 - IX.B. Review and Discussion of Policies 5095 through 5105 in the 5000 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.

Bayard School Board of Education Annual Calendar

January	February	March	April	May	June
<ul style="list-style-type: none"> * Oath of Office * Board Officer Elections * Designate Depository of the District * Designate Legal Firm for the District * Designate Auditors for the District * Designate Official to Apply for Grants and Testify Before Legislature * Board Code of Ethics * Discuss Board Committees * Approve Policy Manual * Review of Accountability and Disclosure Commission Conflict of Interest Reporting Form * NASB Legislative Issues Conference 	<ul style="list-style-type: none"> * Committee on American Civics Meeting * Policy Committee Meeting * Board Committee Assignments * Review Draft of School Calendar * Curriculum Review and Approve Course Catalog * Approve Negotiated Agreement with BEA * Update on State Standards Requirements * Discuss and Take Action on Compensation of Principals and Directors * NASB President's Retreat * NASB Budget and Finance Workshop * NSBA Advocacy Institute 	<ul style="list-style-type: none"> * Curriculum Committee Meeting * Building Committee Meeting * Approve School Calendar * Adopt Resolution Pertaining to Non-Resident Students * Tour of School Buildings, Facilities, Bus Barn * Review 5 Year Facilities Plan * Consider Curriculum Proposals * Discuss Compensation of Superintendent * NASB Membership Renewal * NAEP State Convention 	<ul style="list-style-type: none"> * Board Workshop * Board Self-Assessment And Board Goals * Approve FFA Trip to National FFA Convention * Review Strategic Plan Progress Report * Take Action on Compensation of Superintendent * NASB Spring Legal Workshop * NRCSA Conference * NSBA Annual Conference and Exposition 	<ul style="list-style-type: none"> * Review Extra-Duty Assignments * Approve Classified Staff Handbook, Preschool Handbook, and Pathfinders Program Handbook * Finalize Plan for District Summer Improvements * Review Pathfinders Program * Distribute Superintendent Evaluation (Long Form) * Attend Graduation Ceremony * Attend Staff Retirement Recognition 	<ul style="list-style-type: none"> * NSAA Related Activities Budget * Approve Activities Handbook for Head Coaches and Sponsors, Student and Parent Activity Handbook, and Student and Parent Handbook * Review State Aid Certification * Transportation Director Report * Evaluate Superintendent (Long Form) and Superintendent Goals * NASB School Law Seminar

Bayard School Board of Education Annual Calendar

July	August	September	October	November	December
<ul style="list-style-type: none"> * Policy Committee Meeting * Establish Prices for Athletic Admission and Activity Tickets * Establish Prices for School Lunch and Breakfast Programs * Reaffirm Vision Statement, Mission Statement, and Core Covenants * Approve Certificated Staff Handbook and Substitute Teacher Handbook * Hearing on Student Fee Policy, Parental Involvement Policy, Student Anti-Bullying Policy, and School Wellness Policy 	<ul style="list-style-type: none"> * Budget and Audit Committee Meeting for District Budget * Budget and Audit Committee Meeting with Auditors * Tour of School Buildings, Facilities, and Bus Barn * Authorize Payment of Bills Through End of August * Review Annual Emergency Plan * District School Safety Assessment * Board Welcome of New Staff * Board Staff Steak Fry * NASB Area Membership Meetings 	<ul style="list-style-type: none"> * Budget Hearing * Final Tax Request Hearing * Adopt District Budget * Approve Tax Resolution For General Fund, Special Building Fund, and Bond Fund * Review Summer School Program * NASA/NASB Labor Relations Conference 	<ul style="list-style-type: none"> * Policy Committee Meeting * Board Workshop * Consider BEA Request for Recognition as Bargaining Agent * Discuss Negotiations Timeline and Collective Bargaining with BEA * Review Fall District Enrollment Numbers * Review SPED and HAL Programs * Review Statewide Assessment Results * Appoint NASB Delegate Assembly Representative * NASB Facilities and Construction Workshop 	<ul style="list-style-type: none"> * Committee on American Civics Meeting * Teacher Staff Committee Meeting for Negotiations * Approve Audit/Annual Financial Report * Review ACT Results * Prom Plan Presentation * Review District Annual Report * Request Nominations for the Volunteer Section of the Mike Cillessen Memorial Board * Distribute Superintendent Evaluation (Short Form) * NASB State Education Conference * NASB Delegate Assembly 	<ul style="list-style-type: none"> * Teacher Staff Committee Distributes Staff Recognition Items * Select Nominations for the Volunteer Section of the Mike Cillessen Memorial Board * Superintendent Evaluation (Short Form) * NASB New Board Member Workshop

POLICY NO. 9106 - BOARD MEMBER CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to hire employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the individual under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Neb. Statute 79-526

Adopted: 10-08-12

Reviewed: 1-12-15, 1-11-16, 5-8-17, 1-14-19, 3-11-19, 1-13-20

Board of Education – REGULAR MEETING
Bayard Public Schools High School Library

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- 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/Report from Mr. Kurt Wagner, Transportation Director

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
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 - VIII.A.4.b. Reports for Information Only

VIII.B. Discuss, Consider, and Take All Necessary Action in Regard to Receiving Recommendations of the Committee on American Civics for Student Board Representatives and Appointment of Student Board Representatives for the 2022-2023 School Term

VIII.C. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook

VIII.D. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Extra-Duty Assignments

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IX. Discussion Items

IX.A. Presentation and Discussion Regarding Proposals for Grading, Late Work, Retakes, and Grading Scale.

IX.B. Review and Discussion of Policies 5095 through 5105 in the 5000 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.

Public Comment Sign-In Sheet

During the public comments portion of the meeting there is a time limit of 5 minutes per speaker and a time limit of 30 minutes for the duration of the public comments portion of the meeting as per Board Policy NO. 9239. Visitors will be required to identify themselves if they speak at this meeting.

Comments will be received in the order in which individuals have placed their names on the sign-in sheet.

The Board will not respond or take action on public comments.

The Board meeting is a business meeting open to the public but it is not a public meeting.

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Transportation Director Report

2022 Interim Transportation Director Report

Fleet:

1. Impala – 67686 - 5 passengers -
2. 2013 Suburban – 144619- 7 passengers -
3. 2009 Suburban – 164699 miles - 7 passengers
4. Charter Bus – 479160 165349185miles – 54 passengers
5. Bus 03A – 165514 miles – 52 passengers
6. Bus 21 – 18035 – 65 passengers
7. Bus 03 – 134123miles – 35 passengers
8. Bus 09 – 133,487 miles – 65 passengers
9. Bus 09A – 143687 – 14 passengers
10. Bus 11 73601-14 passenger
11. Bus 05 – 72,945 miles – 24 passengers
12. Bus 14 – 97,350 miles – 47 passengers
13. Bus 20 – 30789 miles – 53 passengers

Drivers Contracted for Routes in 2021-2022

1. Crystal Hopkins
2. Linda Safford
3. Steve James
4. Alvin Salazar
5. Perla Crable
5. Open – currently advertising

Vehicle Maintenance/Inspections

1. Our fleet Inspections for the year of 2022 Has completed by Nebraska Central. Maintenance is a on going task and being addressed by the bus barn.

Summer Project:

1. To address up coming Maintenance and repairs as need. For the safety of Staff and students
2. Nebraska Central will Be Coming out to address the lighting issue on bus 20 the same time they come out for the yearly inspection
3. I'm waiting on a quote From B&C Still for discussion to extend the bus barn.

Kurt Wagner

Director of Transportation

Board of Education Regular Meeting

Monday, May 9, 2022 7:00 PM

Bayard High School Library
726 4th Avenue
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 07:01p.m. 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
Administrators present: Superintendent Miller, Principals McLaughlin Rice and Director McKibbin.

I.E. Status of Absent Board Members

II. Approval of Agenda

Motion Passed: Motion to approve the agenda passed with a motion by Donna Stuart 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

III. Introduction of Guests

The guests introduced themselves.

IV. Public Comments

Derrick Conard addressed the board.
Bill Ferrero addressed the board.

V. Recognition of Student Achievements

The following students were recognized for Superior Ratings at District music for their solos: Xzeries Avilez, Candace Wolfe, Jordyn Neiger, Steph Edmunds, and Isabelle Maag. Mac Simons was recognized for having the highest growth this year in both subjects. Casen Reffalt and Cordelia Torres were recognized for reading 2000 books before Kindergarten.

VI. Invited Presentations and Discussions with Presenters

VI.A. Strategic Plan Progress Presentation and Discussion

VI.B. Presentation Regarding the Pathfinders Program

Mrs. Maag presented on the Pathfinders Program.

VII. Board Committee Reports and Recommendations

The American Civics committee gave an update to the board.

VIII. Action Items

VIII.A. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda 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

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 Certificated Staff Resignations

Motion Passed: Motion to approve the resignations of Mrs. Kristyn Rife and Mr. Tyson Horn and thank them for their years of service to the school district passed with a motion by Carolyn Applegate 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

VIII.C. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook

Motion Tabled: Motion to table the Preschool Handbook, the Pathfinders Program Handbook, and the Classified Staff Handbook for the 2022-2023 School Term tabled with a motion by Carolyn Applegate 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

IX. Discussion Items

IX.A. Review and Discussion of Policies 5082 through 5093 in the 5000 series.

Dr. Miller discussed policies 5082 through 5093 in the 5000 series with the board.

X. Reports

X.A. Principals and District Administrators

Mr. McLaughlin provided his report to the board. Academics: Showcase was a big success on Thursday Evening. Our students were able to showcase their work in several areas including music (kindergarten), Art, PE, and all core subjects. I wanted to thank the kitchen staff for helping with the meal and our teaching staff for the work they did in preparation for the event. Our students are extremely special and we appreciate the work they have done in preparation for this event. NWEA and NSCAS assessments are complete. We have tried to make sure that our students are rewarded for their growth over time. We will begin analyzing the NWEA data to help determine our effectiveness over the past year. If you are interested in learning more about the outcomes of these assessments we will have some pretty concise data figured out shortly, I would be happy to visit about scores and planning for the future. Reading series adoption should be ready to go at the next board meeting, we got in a late series last week and now we are down to 2 series Wonders, and Into Reading/ Into Literature. Leadership: Title I reviews were completed this month, our school passed the review process, Mrs. Ehler knows how to complete the process and is largely responsible for our report this year. If you have any questions about what we do for Title I funds please feel free to ask questions. Leader in Me is going very well right now. We have begun the process of getting our school ready to be evaluated for Light House School status. This process is something that is very important to our staff and students we have been working on this initiative since our current fourth graders were in Kindergarten. Our next steps are to make sure we are impacting our families. Engagement: Scheduling is something that we are working on as the school year winds down. We are planning to utilize our staff in 2nd and 3rd grade similar to how we use our staff in k-1. One teacher will “float” between 2nd and 3rd grade teaching core subjects (Math and Reading) and then working as an intervention specialist during the day to address the needs of the children throughout the rest of the day. Community: Elementary Music Concert and field days are this week hoping to have a great turnout for all of these events. Summer school is going to be exciting this year we plan on having 3 field trips, collaboration with the summer reading program and ESU 13 Migrant. Community event this year we plan on finishing the community garden out back of the elementary school, planting the trees from the city grant, and then those projects will be completed. 172 total students in the Elementary Building.

Dr. Rice provided her report to the board. Academics: NWEA testing is complete. 72/113 students met or exceeded their growth goal and were rewarded with bowling and a movie. I have attached a spreadsheet of ACT results. In the Junior Class we had 3 students earn a place on our ACT Board. Two students earned a silver ranking with a score between a 27-29 while one earned

a gold with a score of 30+. Please note that the average scores fluctuate due to the fact that we had freshman and sophomores taking the test. Next year we are going to adjust our ACT prep so that freshman take the Pre-ACT and target Sophomores and Juniors to take the ACT. Scheduling for next year is still in progress. Mrs. Rafferty is hopeful that this can be completed before the students leave for summer break. We are in the process of finalizing summer school. All students who qualify will attend from 9am-12pm unless other arrangements have been made. Summer School dates are May 25 - June 15, 2022. Leadership: Mr. Nesbitt is to be commended for his leadership at the B-C-D Track Meet. Community clean-up is scheduled for Friday, May 13th. Students will be cleaning under the stadium, planting trees, and building picnic tables along with cleaning school grounds and other designated places around town. Engagement: The Student Showcase and Spring music programs were a big success. Thank you to all of the teachers for their part in making this event a success. Community: Mr. Rafferty and the FFA Chapter are to be commended for the success of the Greenhouse Open House held on May 6th and 7th. Current enrollment is 165 students at the secondary level. School Physicals will be held on May 10th from 8am-12pm. The form has been sent home with all of our students in 6th- 11th grade and is also available on our website.

Mrs. McKibbin provided her report to the board. Academics: We have four seniors graduating this May and we are very proud of their hard work to get to this point in their lives and we wish them well in their future endeavors. I would like to commend Mrs. Rafferty and Mr. McLaughlin for their work on completing testing for students. It is a huge task that takes a lot of time and patience. I would also like to commend all my teachers and paras for their hard work and patience with myself and all the students. You are all amazing and when you work from your heart, it shows. Thank you. Leadership: We completed the TIP (Targeted Improvement Plan) for ILCD with the help of Mr. McLaughlin, Mrs. Ehler, and Mrs. Cochran. We also had input from ESU personnel Pam Brezenski and Jill Trautman and we are very thankful for their input in the process. This is an ongoing process that requires progress monitoring at the elementary level which will help with accountability as well. Mr. Reish took two students to a Transition Job Fair Expo at the Harms Center which the students reported was helpful and informative. I will be at our PRT (Planning Region Team) meeting Monday in Alliance. Engagement: We are continuing to be in contact with parents about summer services and various opportunities for their children. Community: Students attended career day at school, which is a great opportunity to be exposed to different careers and opportunities after graduation. Students also were able to be a part of tree planting for Arbor Day.

X.B. Superintendent

I would like to commend Mrs. Rafferty, Dr. Rice, and the secondary staff for piloting an incentive opportunity for students who demonstrated growth on the NWEA assessments. Students who demonstrated sufficient growth were rewarded with an opportunity to go bowling. We continue to await the official GAN and GMS access for an ESSER III Expanded Learning Collaborative, designed to launch new and support existing high-quality summer and after-school programs. Our school district will be able to access up to \$155,000 in funding over three years. We are awaiting reimbursement of approximately \$141,000 from ESSER II-funded projects. These reimbursements will be directed back to the building fund. The Committee on American Civics is scheduled to meet May 9th. I anticipate the committee will have recommendations for student board representative positions. I would like to commend Mrs. Rafferty for her work hosting Career Day along with a career fair opportunity for students at the

end of the month. We have a rich variety of sessions available to the students. It was nice that Mr. Olson was able to visit the district on Career Day. I enjoyed the opportunity to introduce him to the secondary students that day. I appreciated his willingness to make some brief remarks to the students on short notice that morning. Morrill County Community Hospital/Chimney Rock Medical Clinic staff will be conducting free physicals for students in grades 6-11 tomorrow. I appreciate Ms. Tonniges' work with the MCCH team to make this opportunity possible for our students. I would like to commend Dr. Kelley Rice on her leadership and commitment to our students. Dr. Rice has gone above and beyond in her work with and support of the music program this year. Senator Steve Erdman Introduced Legislative Resolution 442 honoring the Bayard High School Choir's participation in the 100th anniversary of the Lincoln Memorial in Washington, D.C. A copy of the resolution and a letter from Senator Erdman to Dr. Rice are attached.

XI. Set Next Meeting Date

Next meeting set for June 13, 2022 at 7:00p.m.

XII. Adjournment

Motion Passed: A motion for adjournment at 7:49p.m. passed with a motion by Donna Stuart 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

Secretary

Committee on American Civics Meeting

Monday, May 9, 2022 5:30 PM

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

Kim Burry: Present

Kim Kildow: Present

Donna Stuart: Present

Donna Stuart: Absent arrived at 5:43p.m.

I. Opening the Meeting

I.A. Call to Order

Superintendent Dr. Miller called the meeting to order at 5:30p.m.

I.B. Open Meetings Act

I.C. Notice of Meeting

I.D. Roll Call of Committee Members

The following board members were present: Kim Burry and Kim Kildow. Superintendent Dr. Miller was also present.

I.E. Status of Absent Committee Members

Motion Passed: Motion to approve the absence of committee member Donna Stuart passed with a motion by Kim Burry and a second by Kim Kildow

Votes: Kim Kildow, yea and Kim Burry, yea

II. Approval of Agenda

Motion Passed: Motion to approve the agenda passed with a motion by Kim Kildow and a second by Kim Burry

Votes: Kim Kildow, yea and Kim Burry, yea

III. Introduction of Guests

Mr. Olson attended via Zoom.

IV. Public Comments

V. Review Nebraska State Statute 79-724

Dr. Miller discussed the following policy with the board.

VI. Committee Discussion Items

VI.A. Discussion Regarding Social Studies Curriculum and Instruction Compliance with Nebraska State Statutes 79-719 to 79-723 and the Social Studies Standards Adopted by the Nebraska State Board of Education.

VI.B. Committee Interview of Applicants for Student Board Representative for the 2022-2023 School Term

Students Kierra Miller and Nate Barker were interviewed for Student Board Representatives for the 2022-2023 School Term.

VI.C. Discussion Regarding Compliance with Statutory Requirements for Students

Dr. Miller discussed this with the board.

VI.D. Discussion Regarding Curricular Materials/Resources and Recommendations for Updating of Altering Curricular Resources

Dr. Miller discussed this with the board.

VI.E. Discussion Regarding Potential Strategies to Increase Positive Student Civics Participation in the Bayard Public Schools Community

Dr. Miller discussed this with the board. Community clean-up day is coming up this week. Student Board Representative Interviews were tonight. Students are applying for leadership roles on regional and state levels.

VII. Set Next Meeting Date

Next meeting set for November 14, 2022 at 6:00p.m.

VIII. Adjourn

Motion Passed: Motion for adjournment at 6:25p.m. passed with a motion by Donna Stuart and a second by Kim Burry.

Votes: Kim Kildow, yea Donna Stuart, yea and Kim Burry, yea

Secretary

Bayard Public Schools

06/13/2022

GENERAL FUND

Vendor Name	GL Acct #	Description	Amount
ALARM SECURITY TECHNICAL	01 2620 352 002 002 2	ast monitoring	28.95
	01 2620 352 001 001 1	ast monitoring	28.95
	Total		57.90
AMPLIFY	01 6212 610 057 002 2	Amplify materials	1,046.00
	Total		1,046.00
BANNER COUNTY SCHOOL	01 1100 382 001 001 1	history of the american west	450.00
	Total		450.00
BAYARD AUTOMOTIVE	01 2620 610 001 001 1	straps for scoreboard	11.02
	01 1100 610 001 001 1	zip ties for greenhouse cover	9.57
	01 2710 610 000 000 0	Auto parts and shop equipment	768.95
	01 1100 610 001 001 1	PAINT VALVE STEMS	40.33
	Total		829.87
BAYARD PUBLIC SCHOOLS - I	01 1160 610 000 000	staff meals may 22	597.53
	Total		597.53
BAYARD TRANSCRIPT	01 2310 540 000 000 0	apr22 publications	295.47
	01 2310 540 000 000 0	PUBLICATIONS	287.91
	Total		583.38
BENZEL PEST CONTROL	01 2620 352 001 001 1	pest control	110.78
	01 2620 352 001 001 1	pest control	110.77
	Total		221.55
BLACK HILLS ENERGY	01 2610 621 002 002 2	#462419 heating fuels	706.18
	01 2610 621 000 000 0	#267959 heating fuels	83.54
	01 2610 621 001 001 1	#242155 heating fuels	1,515.44
	Total		2,305.16
BOX BUTTE COUNTY CLERK	01 2310 810 000 000 0	primary election cost	100.00
	Total		100.00
BRADY, DEE	01 1100 352 001 001 1	accompanist	291.20
	Total		291.20
BROWN INDUSTRIES, INC	01 2310 610 000 000 0	Alumni Pins	350.00
	01 2310 610 000 000 0	shipping	21.00
	01 2310 610 000 000 0	5 yr service pin	22.50
	01 2310 610 000 000 0	10 yr service pin	37.50
	01 2310 610 000 000 0	20 yr service pin	15.00
	01 2310 610 000 000 0	shipping/handling	36.00
	Total		482.00
BURRY, KIM	01 3599 610 400 000 0	reimburse giftcards C4K grant	100.00
	01 3599 352 400 000 0	contract work-daycare feasibility plan	270.00
	01 3599 352 400 000 0	mileage reimb	18.72
	01 3599 352 400 000 0	hours for may22 c4k grant	64.50
	Total		453.22
CANNON FINANCIAL SERVICE	01 1100 610 001 001 1	copier rental	129.50
	01 1100 610 002 002 2	copier rental	129.50
	Total		259.00
Capital One	01 3540 610 002 002 2	cookies tea plates cups	36.38
	01 6968 610 002 002 2	Cooking club	49.65
	01 3599 610 000 000 0	Garden Fabric Stakes 40 ct.	10.96
	Total		96.99
CARDMEMBER SERVICE	01 2510 810 000 000 0	mail chimp annual amazon fee	161.00
	01 2510 580 000 000 0	postage	4.50
	01 2310 610 000 000 0	grad decor	186.89
	01 2710 610 000 000 0	bus part	217.66
	01 1100 580 001 001 1	ed tech conf travel barker/nolte	651.45
	01 2410 610 001 001 1	hospitality	102.88
	01 1100 810 001 001 1	glide app refund	(177.35)
	01 2510 352 001 001 1	custodial phone	36.33
	01 1100 610 002 002 2	dollar General STraps for rain barrels	19.17
	01 1100 610 001 001 1	Replacement screen and labor for	743.32
	01 3599 610 000 000 0	beyond school bells garden supplies	263.06
	01 2510 531 000 000 0	shipping costs for projector repair	46.65
	01 1100 610 001 001 1	Switch Box Assembly for Saw Stop Table	162.20
	Total		2,417.76
CENTURY LINK	01 2510 382 000 000 0	#1510 telephone	147.25
	01 2510 382 000 000 0	#7931 telephone	203.29
	01 2510 382 000 000 0	#0450 telephone	171.37
	01 2510 382 000 000 0	#1785 telephone	551.02
	Total		1,072.93
CITY OF BAYARD	01 3300 610 000 000	summer library program partnership	317.50

	01 2610 621 000 000 0 #31200 electric	37.00
	01 2610 621 001 001 1 #75400 electric	5,467.37
	01 2610 410 001 001 1 #75400 utilities	1,347.75
	01 2610 621 002 002 2 #75600 electric	2,702.87
	01 2610 410 002 002 2 #75600 electric	1,200.50
	Total	11,072.99
CONNECTING POINT	01 2410 610 001 001 1 staples	111.72
	01 1100 610 001 001 1 copier service contract	493.31
	01 1100 610 002 002 2 copier service contrac	493.31
	Total	1,098.34
CULLIGAN WATER CONDITIO	01 2610 610 001 001 1 may 22 r/o	25.50
	01 2610 610 002 002 2 may 22 r/o	105.90
	Total	131.40
DAS STATE ACCOUNTING - C	01 1100 382 000 000 0 apr 22 network	259.49
	Total	259.49
DENNIS SUPPLY CO.	01 2620 610 001 001 1 rooftop filters	316.44
	Total	316.44
DUEKER, NEAL	01 2710 332 000 000 0 may22 mileage reimb	110.28
	Total	110.28
EDUCATIONAL SERVICE UNIT	01 2190 591 000 000 0 therapeutic mental health	300.00
	01 2140 591 002 002 2 counseling non sped elem	50.40
	01 2140 591 001 001 1 counseling non sped hs	2,872.59
	01 1200 591 003 000 panhandle beginnings	965.70
	01 2190 591 000 000 0 mips	140.00
	01 1100 330 001 001 1 on to college test prep	3,040.00
	01 1100 382 001 001 1 dl consortium	757.00
	01 1100 382 001 001 1 erate	350.00
	01 1160 591 000 000 0 neva	708.33
	01 1200 330 003 000 0 sped inservice	73.50
	01 1200 591 003 000 sup esu programs sa	320.93
	01 1200 591 003 001 1 meridian program a	2,022.41
	01 1200 591 003 002 2 sup elem ot	169.20
	01 1200 591 003 001 1 sup meridian speech	12.15
	01 1200 591 003 001 1 sup pt hs	18.00
	01 1292 591 003 000 0 sup esu programs 0-2	37.65
	01 1292 591 003 000 0 sup ot 0-2	2.38
	01 1291 591 003 000 0 sup esu programs 3-5	159.46
	01 1291 591 003 000 0 sup ot 3-5	49.18
	01 1291 591 003 000 0 sup low vision 3-5	6.48
	01 2141 591 003 001 1 psych hs	1,209.51
	01 2161 591 003 002 2 ot elem	2,115.00
	01 2162 591 003 000 ot 3-5	614.70
	01 2163 591 003 000 0 ot 0-2	29.70
	01 2171 591 003 001 1 pt hs	225.00
	01 2182 591 003 000 0 low vision 3-5	81.00
	01 2153 591 003 000 0 speech 0-2	470.52
	01 2152 591 003 000 0 speech 3-5	1,993.29
	01 2151 591 003 001 1 speech hs	29.13
	01 2151 591 003 002 2 speech elem	2,699.51
	01 2151 591 003 001 1 speech meridian	151.84
	01 2190 591 000 000 0 srs	1,162.91
	Total	22,837.47
EGAN SUPPLY CO	01 2610 610 001 001 1 gloves	123.99
	Total	123.99
FARM AND RANCH MUSEUM	01 6968 610 002 002 2 Room for lunch	75.00
	01 6968 610 002 002 2 entry fee	124.00
	Total	199.00
FLEX FITNESS	01 3599 610 400 000 0 gift card C4K grant	50.00
	Total	50.00
FranklinCovey	01 1100 330 001 001 1 custom coaching inservice	1,750.00
	01 1100 330 002 002 2 custom coaching inservice	1,750.00
	01 1100 610 002 002 2 Leader in me student workbooks	673.98
	Total	4,173.98
IDEAL LINEN SUPPLY	01 2610 610 001 001 1 mops mats raqs	506.43
	01 2610 610 002 002 2 mops mats raqs	510.38
	Total	1,016.81
IDEAL/BLUFFS FACILITY SOL	01 2610 610 001 001 1 floor pads toilet tissue paper towels	927.76
	01 2610 610 001 001 1 floor pads	1,160.00
	01 2610 610 002 002 2 siap, glass cleaner, liners, pads, floor	2,022.30
	01 2610 610 002 002 2 stripping floor pads	171.80
	01 2610 610 002 002 2 pro strip	1,352.00
	01 2610 610 001 001 1 drain cleaner	229.00
	Total	5,862.86
J W PEPPER & SON INC.	01 1100 610 001 001 1 Conquest	53.00

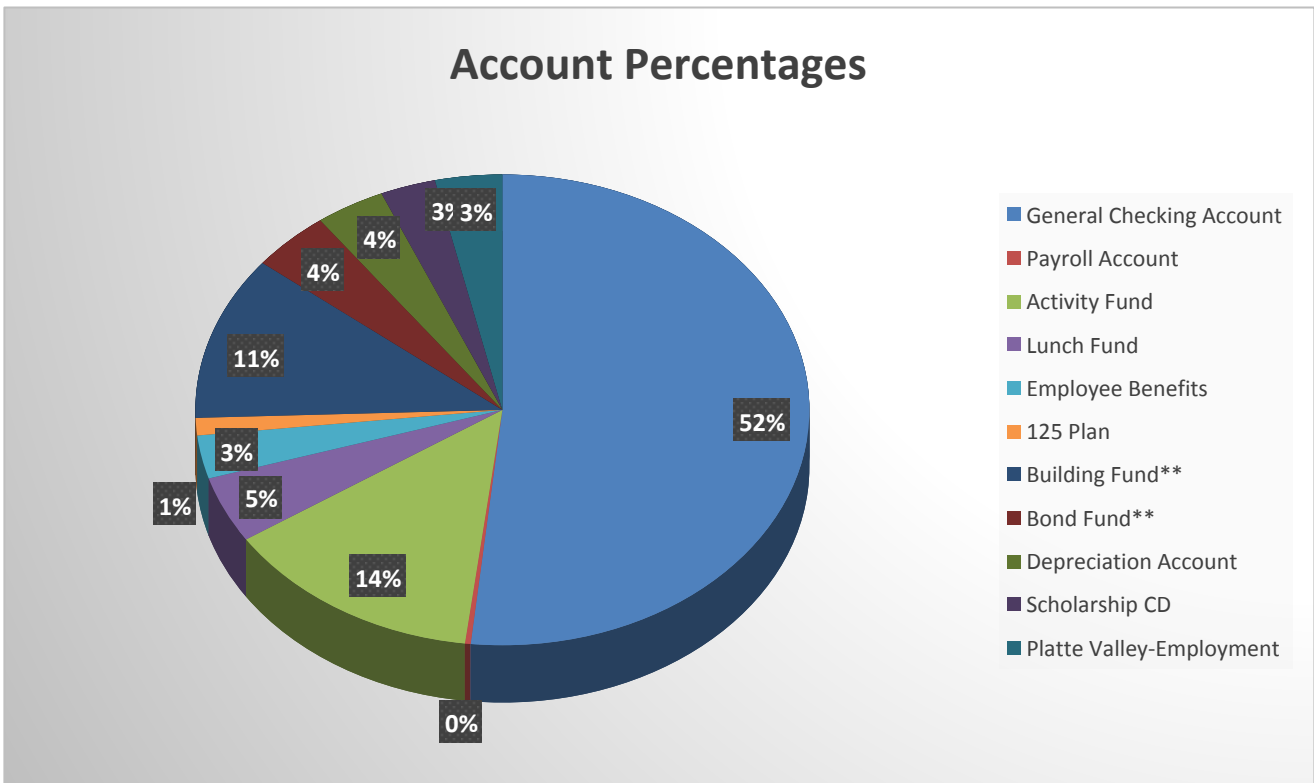
	01 1100 610 001 001 1 shipping	11.99
	Total	64.99
JIRDON AGRI CHEMICALS INC	01 2610 610 001 001 1 weed and feed for all lawns	168.70
	Total	168.70
JUNIOR LIBRARY GUILD	01 2220 640 001 001 1 CTHp Category - Current Trends High	249.90
	01 2220 640 001 001 1 MMp Category - Mystery & Adventure	249.90
	01 2220 640 001 001 1 GMp Category - Graphic Novels Middle	242.20
	01 2220 640 001 001 1 GHp Category - Graphic Novels High Plus	249.90
	Total	991.90
KNEB FM	01 2310 540 000 000 0 radio advertisement Prek	316.80
	Total	316.80
KUSKIE OIL CO.	01 2710 626 000 000 may 22 fuel	3,442.29
	Total	3,442.29
LEMOINE, REBECCA	01 1100 352 001 001 1 ih show choir consult	300.00
	Total	300.00
LINGO COMMUNICATIONS	01 2510 382 000 000 0 may22 telephone	151.08
	Total	151.08
MATH LEARNING CENTER, TH	01 6212 610 055 002 2 Bridges Math materials	1,583.60
	Total	1,583.60
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MCI COMM SERVICE	01 2510 382 000 000 0 may22 telephone	33.45
	Total	33.45
MENARDS	01 1100 610 001 001 1 insect spray for greenhouse	62.41
	Total	62.41
MIDAMERICA BOOKS	01 2220 640 001 001 1 Beatles	26.95
	01 2220 640 001 001 1 Led Zeppelin	26.95
	01 2220 640 001 001 1 Pink Floyd	26.95
	01 2220 640 001 001 1 Queen	26.95
	01 2220 640 001 001 1 Rolling Stones	26.95
	01 2220 640 001 001 1 Who	26.95
	01 2220 640 001 001 1 Kamala Harris	26.95
	01 2220 640 001 001 1 shipping	18.86
	01 2220 640 002 002 2 World's most vile vampires	22.95
	01 2220 640 002 002 2 World's scariest zombies	22.95
	01 2220 640 002 002 2 World's wildest werewolves	22.95
	01 2220 640 002 002 2 shipping	16.16
	01 2220 640 002 002 2 Fact and fiction of the Wild West	23.95
	01 2220 640 002 002 2 World's meanest monsters	22.95
	01 2220 640 002 002 2 World's most ghoulish ghosts	22.95
	01 2220 640 002 002 2 World's most menacing mummies	22.95
	Total	385.32
MILLER, TRAVIS	01 2660 610 000 000 6 Safety Cones	100.52
	Total	100.52
MORRILL COUNTY HOSPITAL	01 2710 340 000 000 0 driver physical	167.00
	Total	167.00
MORRILL COUNTY SHERIFF'S	01 2510 352 001 001 1 paper service	35.70
	Total	35.70
NAVIGATE360 LLC	01 2660 610 000 000 emergency management suite	1,545.00
	01 2660 610 000 000 behavioral threat case manangement	1,545.00
	Total	3,090.00
NEBRASKA ASSOCIATION OF	01 2310 330 000 000 0 c. applegate school leaders law conferen	170.00
	Total	170.00
NORTHWEST PIPE FITTINGS,	01 2620 610 001 001 1 sprinkler valves	132.88
	Total	132.88
ONE SOURCE	01 6968 610 002 002 2 background check	41.50
	Total	41.50
PAPER101	01 1100 610 000 000 0 paper	103.02
	Total	103.02
PARCO SCIENTIFC COMPANY	01 1100 610 001 001 1 beaker brush	53.00
	Total	53.00
QUADIENT FINANCE USA, INC	01 2510 531 000 000 0 postage	539.00
	01 2510 531 000 000 0 postage	49.37
	Total	588.37
QUAVERMUSIC.COM, LLC	01 1100 640 001 001 1 quaver renewal	1,680.00
	Total	1,680.00
Rochester 100 Inc.	01 2410 610 002 002 2 https://www.rochester100.com/Take-	290.00
	Total	290.00
ROCK PILE,A DIVISION OF PA	01 3599 610 000 000 0 Beyond School Bells Grant---GArden	624.92
	Total	624.92
RUSSELL'S EXCAVATION &	01 3599 352 000 000 0 hauled dirt for garden area	600.00
	Total	600.00
SCHOOL HEALTH CORPORAT	01 1100 610 002 002 2 flex fabric first aid kit	9.63
	01 1160 610 000 000 Pediatric nebulizer tubing with mask	47.68

	Total		57.31
SCHOOL NURSE SUPPLY, INC	01 1160 610 000 000	Classic aneroid latex-free	47.40
	01 1160 610 000 000	Cotton Tip applicators	3.55
	01 1160 610 000 000	True Plus Glucose tablets, orange flavor	6.92
	01 1160 610 000 000	Transcend glucose gel, orange flavor, 3	10.34
	01 1160 610 000 000	Ward School Nurse Plan, record,	22.70
	01 1160 610 000 000	Sterile isotonic buffered eye wash, 4 oz	15.60
	01 1160 610 000 000	shout wipe and go instant stain remover	19.47
	01 1160 610 000 000	alcohol dispenser (no label)	7.59
	01 1160 610 000 000	SurgiLance One-Step Lancet (1.8mm)	16.61
	01 1160 610 000 000	10 foot 13 line wide Patti Pics	17.09
	01 1160 610 000 000	Medical storage basinet with double lock	734.00
	Total		901.27
SCHOOL SPECIALTY LLC	01 1100 610 002 002 2	index cards clips sheet protector tape	215.77
	Total		215.77
SHERWIN WILLIAMS	01 2710 610 000 000 0	Paint and roll supplies	227.98
	01 2620 610 002 002 2	paint and supplies	286.01
	Total		513.99
SHI INTERNATIONAL CORP	01 6992 610 004 000 0	Dell Chromebook 3100 16GB	7,800.00
	Total		7,800.00
SIMMONS OLSEN LAW FIRM F	01 2330 317 000 000 0	legal fees	700.00
	01 2330 317 000 000 0	legal services	180.00
	Total		880.00
SIMPLOT GROWER SOLUTION	01 2610 610 001 001 1	roundup	215.00
	Total		215.00
SOAR PEDIATRIC THERAPY, I	01 2171 591 003 002 2	elem pt	1,440.83
	01 2172 591 003 000 0	3-5 pt	594.67
	Total		2,035.50
SOLIANT HEALTH	01 1160 591 000 000 0	school psych	3,280.00
	01 1160 591 000 000 0	school psych	3,444.00
	01 1160 591 000 000 0	school psych	3,280.00
	01 1160 591 000 000 0	school psych	1,558.00
	Total		11,562.00
STAPLES ADVANTAGE	01 2510 610 000 000 0	clasp envelopes	90.65
	01 2510 610 000 000 0	refund item	(90.65)
	Total		0.00
STAPLES	01 2510 610 000 000 0	LC20EBKS	41.98
	01 2510 610 000 000 0	LC20EC	25.98
	Total		67.96
STEPH'S STUDIO	01 2310 610 000 000 0	graduation photos	1,380.00
	01 2310 610 000 000 0	senior banners	1,428.00
	Total		2,808.00
SYNCB/AMAZON	01 1100 610 001 001 1	Crown Awards STEM Medals 5 Pack	32.81
	01 2310 610 000 000 0	Out going staff	25.00
	01 2320 330 000 000 0	nexGen academy course books- UNK-	35.95
	01 2510 610 000 000 0	dual monitor stand	98.67
	01 2510 610 000 000 0	paper stand	13.99
	01 2510 610 000 000 0	desk whiteboard	31.99
	01 2610 610 001 001 1	Honeywell Face Mask Multi-purpose Cartri	50.20
	01 2310 610 000 000 0	Gift cards for out going staff	150.00
	01 2310 610 000 000 0	Gift cards for out going staff	100.00
	01 2310 610 000 000 0	Gift cards for out going staff	25.00
	01 1160 610 000 000	1-Pack Westmed #0210 VixOne Nebulizer	25.00
	01 2310 610 000 000 0	gift card out going staff	25.00
	01 1100 610 001 001 1	Headphones (10 pack)	22.99
	01 1100 610 001 001 1	USB Microphone for Computers	74.95
	Total		711.55
TEAM CHEVROLET	01 2710 610 000 000 0	09 sub-tune up	64.60
	01 2710 610 000 000 0	13 sub airbag light	178.12
	01 2710 610 000 000 0	radiator	408.43
	01 2710 610 000 000 0	keys	25.73
	01 2710 610 000 000 0	def fluid	31.10
	Total		707.98
THOMPSON GLASS INC.	01 2620 352 002 002 2	elem door repair	562.10
	Total		562.10
TIME MANAGEMENT SYSTEM	01 2510 610 000 000 0	timeclock	185.25
	Total		185.25
Unzicker, Tabitha	01 1200 580 003 002 2	mileage to rbi training	169.42
	Total		169.42
USDA-WS	01 2610 350 001 001 1	pest control	800.00
	Total		800.00
VERIZON	01 2710 610 000 000 0	gps	210.47
	Total		210.47

WILLIAM V. MACGILL &CO	01 1160 610 000 000	Economy choice tongue depressors-non	6.57	
	01 1160 610 000 000	Halyard power-free lavender nitrile exam	568.10	
	01 1160 610 000 000	Therma-Kool reusable cold/hot packs. 3x5	272.67	
	01 1160 610 000 000	Therma-Kool reusable cold/hot packs. 4x6	278.61	
	01 1160 610 000 000	Therma-Kool reusable cold/hot packs. 4x9	156.10	
	01 1160 610 000 000	Therma-Kool cold/hot pack covers. 4x7, 1	145.26	
	01 1160 610 000 000	Therma-Kool cold/hot pack covers, 4x10,	82.98	
	01 1160 610 000 000	MacGill sling backpack (red)	6.92	
	01 1160 610 000 000	Nail/cuticle nippers. 5-½ nail nippers,	12.78	
	01 1160 610 000 000	See Clear eyeglass wipes	10.26	
	01 1160 610 000 000	Carmex ¼ oz jar	4.44	
	01 1160 610 000 000	Safetec oral pain relief	24.68	
	01 1160 610 000 000	Economy diphenhydramine products, 24	6.92	
	01 1160 610 000 000	Economy diphenhydramine products, 4 oz	5.74	
	01 1160 610 000 000	Economy children's acetaminophen.	11.80	
	01 1160 610 000 000	Economy children's acetaminophen, junior	23.38	
	01 1160 610 000 000	Economy ibuprofen, junior strength chewa	32.05	
	01 1160 610 000 000	Medikoff throat lozenges, 75 drops	15.78	
	01 1160 610 000 000	Petroleum jelly-white	7.88	
	01 1160 610 000 000	Para-med scissors (red)	16.26	
	01 1160 610 000 000	Curel original formula, 13 oz pump.	28.14	
	01 1160 610 000 000	Speedy cleanz, 16oz bag	9.38	
	01 1160 610 000 000	Sage containers. 8 quarts/2gallon	12.84	
	01 1160 610 000 000	Deterra drug deactivation system. Small	19.72	
	01 1160 610 000 000	Deterra drug deactivation system. Medium	18.81	
	01 1160 610 000 000	Economy baby wipes	15.30	
	01 1160 610 000 000	Sanitize instant hand sanitizer. 16oz pu	29.60	
	01 1160 610 000 000	Health O meter, 221HR portable	208.47	
	01 1160 610 000 000	Economy talking digital weight scale	41.49	
	01 1160 610 000 000	Clorox disinfecting wipes, 700 wipe refi	39.49	
	01 1160 610 000 000	Economy cloth tape ½" x 10 yards, 24 rol	12.34	
	01 1160 610 000 000	Economy finger pulse oximeter latex free	59.18	
	01 1160 610 000 000	Probe thermometer covers 5,000 count	463.37	
	01 1160 610 000 000	Exam paper, crepe finish, 21" x 125'	3.25	106,869.61
	01 1160 610 000 000	CarraKelnz dermal wound cleanser	23.12	
	01 1160 610 000 000	LockMed LockBag	39.42	1,548.61
	01 1160 610 000 000	Emergency eye wash stations,	16.60	
	01 1160 610 000 000	Economy gauze sponges, 2"x2"	10.05	
	01 1160 610 000 000	3M sterile sterile steri-stripe wound cl	4.12	
	01 1160 610 000 000	Adult Mask for Mabis Nebulizers	27.18	
	Total		2,771.05	
ADAMS, DARWIN	03 4700 720 000 000	replace ballast	999.86	
	Total		999.86	
JOHNSON CONTROLS	03 4700 720 000 000	3b rooftop unit	904.25	
	Total		904.25	
		General Fund Total	\$106,869.61	
		Building Fund	\$1,904.11	
		Payroll	\$425,248.86	

BAYARD PUBLIC SCHOOL
 TREASURER REPORT
 BANK STATEMENT BALANCES as of May 2022

General Checking Account	\$	1,172,717.69	
Payroll Account	\$	6,792.95	
Activity Fund	\$	312,790.42	
Lunch Fund	\$	103,697.53	
Employee Benefits	\$	67,465.10	
125 Plan	\$	27,146.90	
Building Fund**	\$	255,854.59	
Bond Fund**	\$	94,635.23	
Depreciation Account	\$	83,138.25	
Scholarship CD	\$	66,173.68	
Platte Valley-Employment	\$	80,134.14	
	\$		2,270,546.48

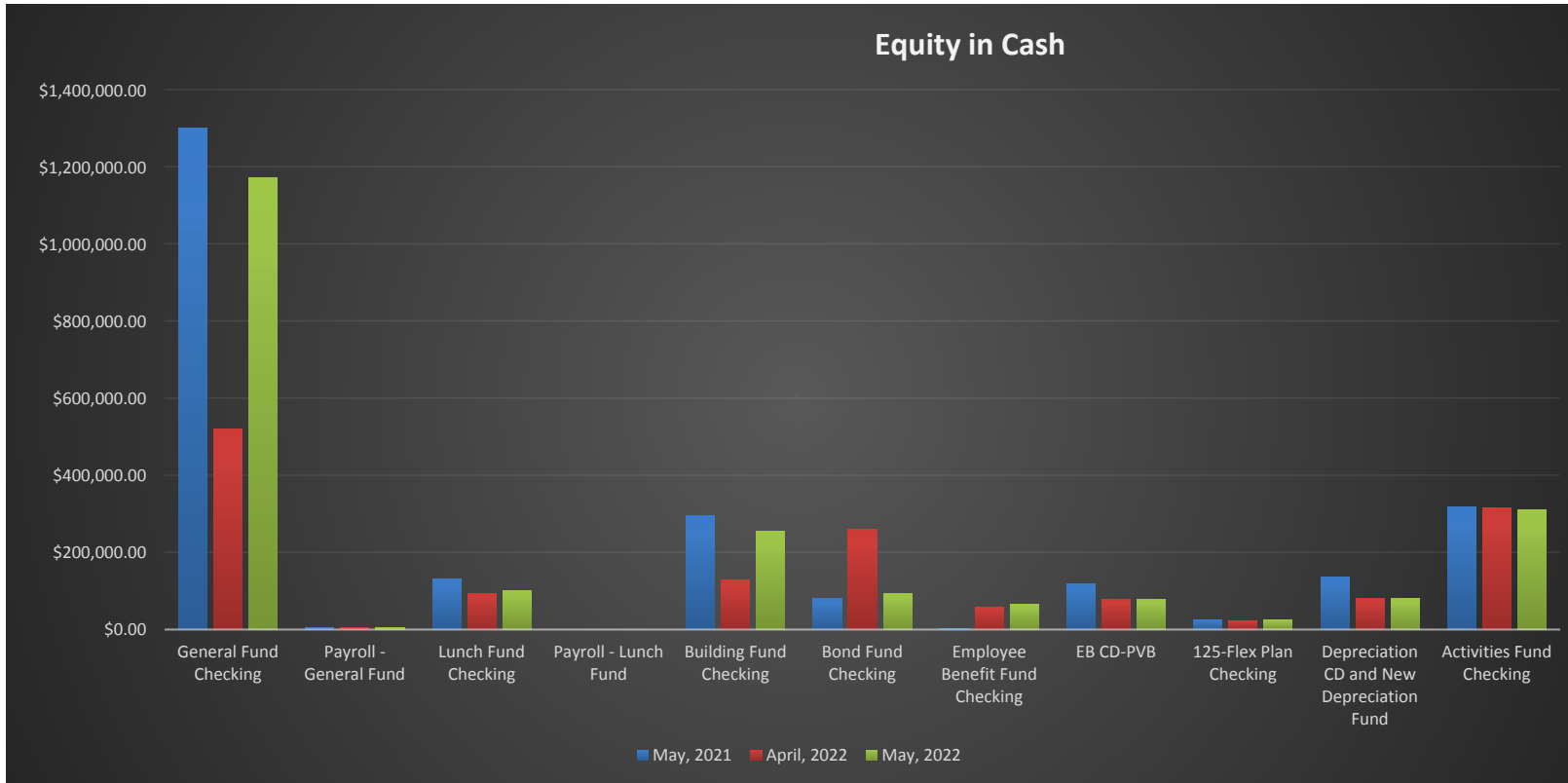


Bayard Public Schools

Equity in Cash

May 31, 2022

Fund	Fund #	May, 2021 PRIOR YEAR BALANCE	April, 2022 PRIOR MONTH BALANCE	May, 2022 REVENUES	May, 2022 EXPENSES	May, 2022 ENDING BALANCE
General Fund Checking	01-101	\$1,301,953.33	521,270.49	1,372,612.42	(721,165.22)	\$1,172,717.69
Payroll - General Fund	01-104	\$6,877.51	6,791.72	428,049.91	(428,048.68)	\$6,792.95
Lunch Fund Checking	02-101	\$133,233.38	95,685.01	34,421.50	(26,408.98)	\$103,697.53
Payroll - Lunch Fund	02-104	\$0.00	0.00	9,422.35	(9,422.35)	\$0.00
Building Fund Checking	03-101	\$296,876.64	130,873.26	155,932.46	(30,951.13)	\$255,854.59
Bond Fund Checking	04-101	\$83,381.23	263,155.14	40,140.09	(208,660.00)	\$94,635.23
Employee Benefit Fund Checking	05-101	\$741.97	60,235.52	9,061.16	(1,831.58)	\$67,465.10
EB CD-PVB	05-106-1000	\$119,830.21	80,134.14	127.36	(127.36)	\$80,134.14
125-Flex Plan Checking	05-107	\$28,428.37	25,159.60	4,493.32	(2,506.02)	\$27,146.90
Depreciation CD and New Depreciation Fund	06-101	\$138,600.64	83,010.89	127.36	0.00	\$83,138.25
Activities Fund Checking	07-101	\$320,872.40	318,407.05	27,572.58	(33,189.21)	\$312,790.42
Scholarship CD	07-114	\$73,141.73	66,139.83	33.85	0.00	\$66,173.68
TOTAL		\$2,503,937.41	\$1,650,862.65	\$2,081,994.36	\$(1,462,310.53)	\$2,270,546.48



Multicultural Report

May 2022

Multicultural Education Statement

Bayard Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Curriculum and instruction are designed to provide opportunities for students to expand their knowledge and understanding of diversity and the importance of multicultural humanity.

Current practices include:

1. Use of textbooks and other curricula that include multicultural perspectives and content and are appropriate at all grade levels. Leader in Me helps equip students with skills to be successful in social interactions and with social/emotional competencies.
2. Partnership with UNL Extension to provide Teens as Teachers, which is a program created by Nebraska 4-H and partners with local schools to employ teens to deliver programming to new and underserved youth in their communities. The program is providing positive learning experiences to under-served audiences by the youth who are exploring the teaching field and who look like their audience.
3. The cultural background of authors is celebrated through their writing in the classrooms.
4. Students in the high school have the opportunity to attend the Multicultural Leadership Conference at Western Nebraska Community College in Scottsbluff, the Nebraska Cultural Unity Conference at the University of Nebraska-Kearney, and the Latino Symposium at the University of Nebraska- Lincoln campus to explore culture and leadership with diverse groups of students.
5. Students in high school foreign language classes are immersed in the Hispanic culture through practice, food, song, and ceremony.
6. Students at the elementary level have an introduction to multicultural experiences through classroom instruction.
7. All instructional staff members have been trained in the district instructional model (EDI), which is intended to engage all students and ensure the participation of all students equitably in instructional opportunities.

Goals:

1. Continue to investigate additional methods of presentation that incorporate multicultural awareness into the classrooms.
2. Continue to emphasize the importance of sensitivity and understanding of all races in an effort to eliminate stereotypes and racism.

Policy Connection

Board Policy 4110 Interpersonal/Human Relations

The Board of Education is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, occupation, marital status, political opinion, sexual orientation, or personal appearance. The Board will not tolerate nor condone any act of bias, discrimination, insensitivity, or disrespect toward any person.

The Board of Education believes all students can learn and is committed to a policy of educating children for learning and living by helping them develop an appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The Board of Education directs the superintendent to develop regulations and procedures reflecting the Board's commitment to establish an atmosphere of understanding and respect in the schools which is conducive to providing equitable opportunities for success, promoting and enhancing students' unique talents, contributions, perspectives and cultures, and to encouraging sharing in their commonality and enrichment through their differences.



NASB Monthly Update for Board Meeting Agenda Item

June 2022

Watch: June Agenda Video Update

<http://members.nasbonline.org/index.php/news-resources/videos>

While you're there ... WATCH: Don't Ever Stop

[Latest 'Board Notes' – Monthly Newsletters](#)

(www.NASBonline.org - News & Resources - Board Notes)

- *New Board Meeting Requirement: Are Your Agendas & Minutes Compliant?*
 - *Based on LB 83 which goes into effect July 31*
- *What Message is the Board Conveying to the Public at the Board Table?*
- *College and Career Ready Mathematics Standards*
- *Primary Election Results*
- *School Leaders & Law, Golf & The Archway*
- *Upcoming Events & Networking*
- *Your NASB Board of Directors & Staff*
- *Your 2022 NASB Affiliates*
- *... And Much More!*

“NASB Update – Annual Board Calendar Summary”

View the full detailed calendar at: <http://members.nasbonline.org/index.php/resources>

(www.NASBonline.org – Board Leadership – Resources)

As a board, some items you should doing, or have on the monthly agenda include:

MISSION, VISION & GOALS

- Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update

POLICY GOVERNANCE

- Bully Prevention Policy Review on or before July 1. Policy regarding appropriate relationships with students; contents on or before June 30. Annual Review Parental and Family Engagement Policy on or before July 1

ACCOUNTABILITY & STUDENT ACHIEVEMENT

- Reports; filing requirements; contents on or before July 20. Year End Assessment & Curriculum Review. Review School Improvement Plan

ADVOCACY

- Submit Legislative Resolution or Standing Position to NASB Legislation Committee

DISTRICT/ESU RESOURCES (BUDGET)

- Board/Administrators Budget Work Session. Review certificated staff & report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc. Review all Maintenance and Upkeep Contracts. Review the Food Service Program. Review TeamMates Program. Review Backpack Program. Review Transportation Program. Review classified staff.

REPORTS

- Board Committees; Superintendent; Administrators. Remind board members to review their NASB Awards of Achievement points report.

BOARD LEADERSHIP DEVELOPMENT

- Review and discuss Board Governance Standard IV. Accountability and Student Achievement. New Board Member Follow-Up. NASB Golf Outing & Archway Museum Tour. NASB School Leaders and Law Conference.

NASB's Video Resources:

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

Networking & Events ... Register Now

<http://members.nasbonline.org/index.php/events>

(www.NASBonline.org – Events)

ALICAP Summer Workshops

June 7 - Gering

June 8 - Kearney

June 9 - Lincoln

2022 NASB Board Candidate Webinars

Tuesday, June 7 - 7:00 to 8:30 PM CT

Thursday, June 9 - 12:00 to 1:30 PM CT

Wednesday, June 15 - 12:00 to 1:30 PM CT

Wednesday, July 13 - 7:00 to 8:30 PM CT

Wednesday, September 14 - 7:00 to 8:30 PM CT

Wednesday, October 5 - 12:00 to 1:30 PM CT

NASB Legislative Lunch / Meet & Greet w/ Legislative Candidate Ibach

June 20 – Lexington

NASB Golf Outing

June 22 – Kearney Country Club

NASB Archway Tour

June 22 - Kearney

School Leaders & Law Conference

June 22-23 - Kearney

NASB's New Superintendent Orientation

July 20 – Lincoln

Area Membership Meetings

August 23 – Nebraska City

August 24 - Fremont

August 29 - Gering

August 30 - Valentine

August 31 - Norfolk

September 6 - La Vista

September 7 - York

September 20 – North Platte

September 21 - Kearney

NASB Member Virtuals

<http://members.nasbonline.org/index.php/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

- **Previous Member Virtuals Available to Watch Include:**
 - 2022 Legislative Recap & Look Ahead
 - NASB Member Virtual with UNMC
 - Tough Times & Tough Meetings: The Board's Role in Navigating Hot Button Issues
 - NASB Member Virtual w/ UNMC – Back to School Guidance, Decoupling, Infection Rates Among Children, Myths, & Q&A
 - NASB Member Virtual w/ NDE – The Local Board's Role in ESSER Investments
 - NASB Member Virtual w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC
 - NASB Member Virtual w/ Bryce Wilson of NDE – Cares Act Funds Q&A for School Boards
 - And More ...

Advocacy/2021-22 Legislative Session

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

- The 2022 legislative session began Wednesday, January 5 and wrapped up April 20. Keep tabs with all things pertinent to your school at NASB's Govt Relations pages and the links below!

[WATCH: Sine Die - Legislative Wrap-Up 2022](#)

[NASB Legislative Notes – 4/26/22](#)

NASB Call for Legislative Proposals – Due July 1

<http://www.nasbonline.org/registrations/ProposedResolution.aspx>

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB

and on Facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the

Board Notes newsletter for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

(www.NASBonline.org - News & Resources - Board Notes)

CLASSIFIED STAFF HANDBOOK



Bayard Public Schools 2022-2023

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 2022-2023.

**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. Business casual attire is appropriate. Leggings and yoga pants are not considered business casual and are not appropriate for the instructional staff in the school. Staff attire needs to be compliant with expectations for student dress.

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 _____

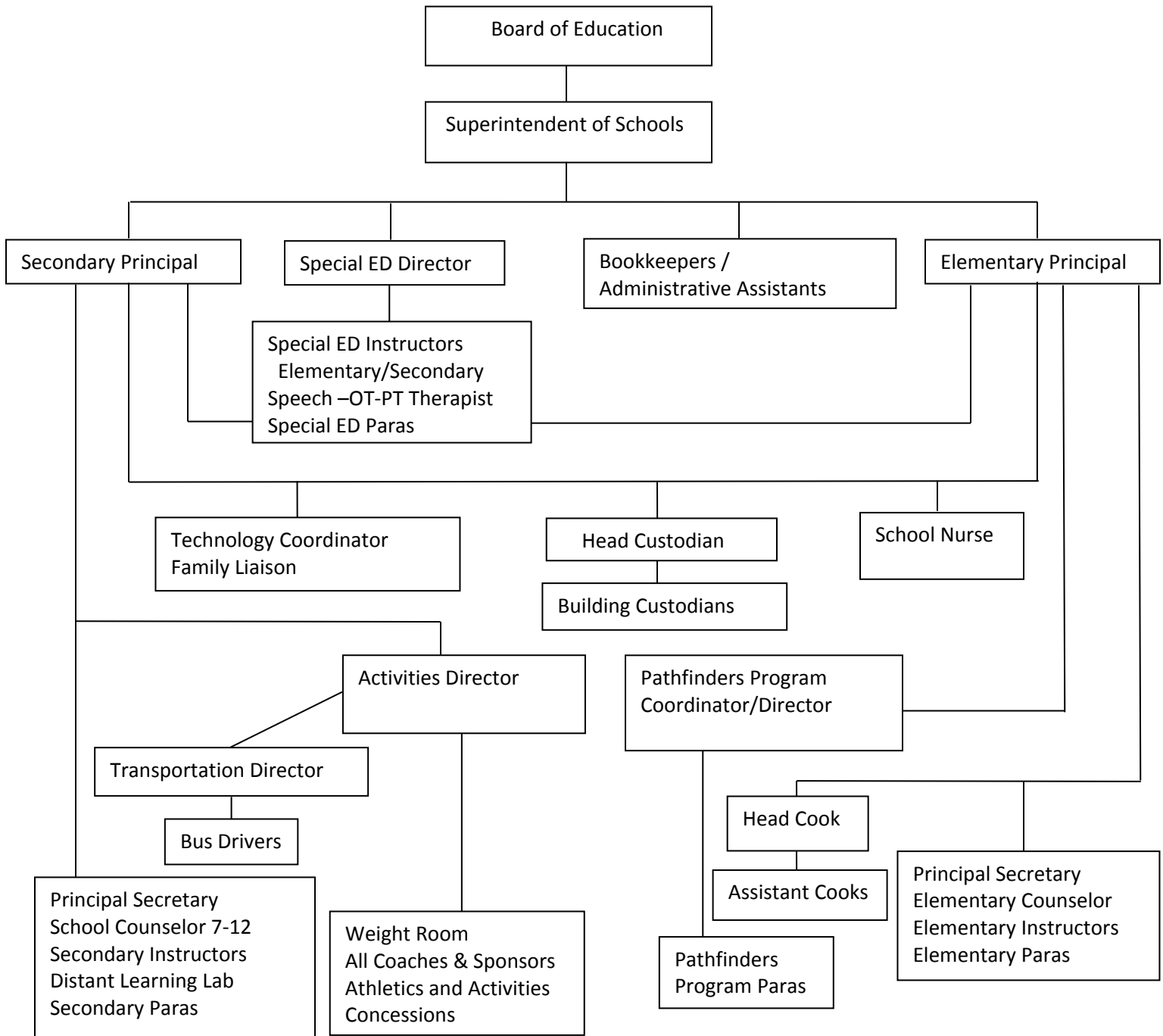
Date _____

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 Tiger Cub Preschool

Parent Handbook



2022-2023 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	Mr. Rodney Olson	586-1325
Elementary Principal & Preschool Director	Mrs. Candace Ehler	586-1211
Special Ed Director	Dr. Jessica Radford	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.

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

**Safe ride
news fact
sheet
Page 1**



Why children are in danger from traffic

Research Shows:

- Children pay attention to only one thing at time. When playing they may forget about traffic.
- They often act without thinking.
- Children do not understand the danger of moving car. They cannot judge the speed of a vehicle coming toward them.
- When they see a car, they think that the driver sees them and can stop for them.
- They cannot judge where a sound is coming from.
- Because children are small, it is hard for drivers to see them.

Children can learn the steps of safe street crossing. However, they may not do what drivers expect when playing or in a confusing traffic situation.

See the back for tips on child safety for specific ages

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.

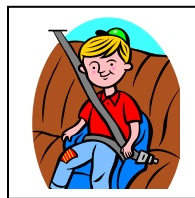
Say “no” when younger children beg to go places without an adult. Find safer ways to let them feel independent.

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.

Steps of Safe Street Crossing

Practice with your child
whenever you cross together.

1. Stop at the edge of the street.
2. If you are near a corner, go to the corner to cross.
3. If there are parked cars or your view is blocked, move to where you can see and where drivers can see you.
4. Look left-right-left to make sure no traffic is coming. If at a corner, also look over your shoulder for turning traffic.
5. If a driver seems to be slowing down, look into his eyes. Make sure he sees you and stop before you cross.
6. Walk-don't run- across when no traffic is coming, Looking left and right as you go.

*Children under 9 or 10 should always cross with an adult or responsible older child.

Resources

Walk-able America Checklist, available from National Highway Traffic Safety Administration, Traffic Safety www.nhtsa.dot.gov/people/injury/pedbimot

Pedestrian/bicycle Information Center, 919-843-4422 or www.walkinginfo.org

Annual Walk to School Day, Partnership for a walk-able America, 919-962-7419 or www.walktoschool-usa.org

Keep kids alive—Drive 25 Campaign, 402-334-1391 or www.keepkidsalive.com

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 _____

Bayard Public Schools Pathfinders Program

2022-2023

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 2022-2023

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 **R**espect, **O**wnership, **A**ttitude, **R**esponsibility and **S**afety.

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 2022-2023 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):

Proposed Extra-Duty Assignments for 2022-2023

Full Year Activities

Annual	Sponsor	Mark Keszler
Band	Director	Sara Schmidt
Cheerleading	Sponsor	Tressa White
Class of 2023 and Graduation	Sponsor	Lindy Rafferty
Class of 2023 and Graduation	Sponsor	Justin Rafferty
Class of 2023 and Graduation	Sponsor	Zach Nesbitt
Class of 2024 and Prom Sponsors	Sponsor	Barbara Pieper
Class of 2024 and Prom Sponsors	Sponsor	Jessica Scott
Class of 2024 and Prom Sponsors	Sponsor	Colton Ehler
Class of 2025	Sponsor	Laurie Bauer
Class of 2025	Sponsor	Mykayla Torres
Class of 2025	Sponsor	Zach Nesbitt
Class of 2026	Sponsor	Jim Roberts
Class of 2026	Sponsor	Dwight Malcolm
Class of 2026	Sponsor	Holly Nolte
Class of 2027	Sponsor	Elliot Reish
Class of 2027	Sponsor	Sara Schmidt
Class of 2028	Sponsor	Steven Posey
Class of 2028	Sponsor	Kimberly Ferguson
Educators Rising Sponsor	Head	Mykayla Torres
Elementary Home Work Club	Shared	Cheryl Ferrero
Elementary Home Work Club	Shared	Michelle Martinez
Elementary Home Work Club	Shared	Brittany Binder
Elementary Home Work Club	Shared	Amanda Anderson
Elementary Leader in Me	Shared	Cheryl Ferrero
Elementary Leader in Me	Shared	Lacee James
eSports	Sponsor	<i>Open</i>
FFA Advisor	Advisor	Justin Rafferty
Newspaper	Sponsor	Mark Keszler
High Ability Learner (HAL) Coordinator	Coordinator	Lacee James
Home Work Club	Sponsor	Jennifer Gier
Honor Society Advisor	Advisor	Laurie Bauer
HOSA (Health Occupations Students of America)	Sponsor	Zach Nesbitt
School Improvement Coordinator	Coordinator	Cheryl Ferrero
Secondary LEAD Team (Jr./Sr. High)	Shared Sponsor	Jennifer Gier
Secondary LEAD Team (Jr./Sr. High)	Shared Sponsor	Linde Rafferty
SkillsUSA Sponsor	Sponsor	Dwight Malcolm
Student Council (Elementary)	Shared Sponsor	Lacee James
Student Council (Elementary)	Shared Sponsor	Brittany Binder
Student Council (Jr./Sr. High)	Head Sponsor	Linde Rafferty
Student Council (Jr./Sr. High)	Assistant Sponsor	Justin Rafferty

Quiz Bowl	Sponsor	Linde Rafferty
Vocal	Director	Kelley Rice
Webpage Coordinator	Coordinator	Jennifer Gier
Weights	Hourly	Coaches
Fall Activities		
Cross Country	Head Coach	Candace Ehler
Cross Country	Assistant Coach	Ricky Trevino
Cross Country	Assistant Coach	Stephanie Barker
Football	Head Coach	Brandon Stuart
Football	Assistant Coach	Joe Foland
Football	Assistant Coach	Colton Ehler
Football	Assistant Coach	Isaias Mancinas
Girls Golf	Coach	Jim Roberts
Jr. High Football	Head Coach	Elliot Reish
Jr. High Football	Assistant Coach	Dwight Malcolm
Jr. High Football	Assistant Coach	<i>Randy McKibbin</i>
Jr. High Volleyball	Head Coach	Barbara Pieper
Jr. High Volleyball	Assistant Coach	<i>Julie Cochran</i>
One Act Plays	Director	Jenny Posey
Softball	Head Coach	Steven Posey
Softball	Assistant Coach	Tressa White
Softball	Assistant Coach	David Brunz
Volleyball	Head Coach	Tabitha Unzicker
Volleyball	Assistant Coach	Justine Jobman
Volleyball	Assistant Coach	<i>Julie Cochran</i>
Winter Activities		
Boys Basketball	Head Coach	Ryan Hergenreder
Boys Basketball	Assistant Coach	Joe Foland
Boys Basketball	Assistant Coach	Isaias Mancinas
Girls Basketball	Head Coach	Zach Nesbitt
Girls Basketball	Assistant Coach	Colton Ehler
Girls Basketball	Assistant Coach	Julie Cochran
Jr. High Boys Basketball	Head Coach	Joe Foland
Jr. High Boys Basketball	Assistant Coach	Isaias Mancinas
Jr. High Girls Basketball	Head Coach	<i>Open</i>
Jr. High Girls Basketball	Assistant Coach	Barbara Pieper
Jr. High Wrestling	Head Coach	Dwight Malcolm
Jr. High Wrestling	Assistant Coach	Elliot Reish
Speech	Head Coach	Amanda Anderson
Wrestling - Boys	Head Coach	Corey Barker
Wrestling - Boys	Assistant Coach	Garrett Schukei

Wrestling - Girls	Head Coach	Jerze Menke
Wrestling - Girls	Assistant Coach	Randy McKibbin
Spring Activities		
Boys Golf	Coach	Jim Roberts
Destination Imagination - Elementary	Sponsor	Jennifer Tavenner
Destination Imagination - Secondary	Sponsor	Barbara Pieper
Jr. High Boys Track	Head Coach	Brandon Stuart
Jr. High Boys Track	Assistant Coach	Randy McKibbin
Jr. High Girls Track	Head Coach	Colton Ehler
Jr. High Girls Track	Assistant Coach	Mike Simons
Track - Boys	Head Coach	Zach Nesbitt
Track - Boys	Assistant Coach	Teri Stuart
Track - Girls	Head Coach	Brandon Stuart
Track - Girls	Assistant Coach	Mike Simons

**INTERLOCAL AGREEMENT FOR
DAY SCHOOL / TREATMENT FACILITY
AMENDED MAY 2022**

This **Amended Interlocal Agreement ("Agreement")** is made and entered into under the provisions of the Nebraska Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827 ("Act"), between:

Educational Service Unit No. 13 (hereinafter referred to as "ESU 13"), Alliance Public School District No. 07-0006 (hereinafter referred to as "Alliance"), Banner County Public School District No. 04-0001 (hereinafter referred to as "Banner County"), Bayard Public School District No. 62-0021 (hereinafter referred to as "Bayard"), Bridgeport Public School District No. 62-0063 (hereinafter referred to as "Bridgeport"), Gering Public School District No. 79-0016 (hereinafter referred to as "Gering"), Hay Springs Public School District No. 81-0003 (hereinafter referred to as "Hay Springs"), Hemingford Public School District No. 07-0010 (hereinafter referred to as "Hemingford"), Kimball Public School District No. 53-0001 (hereinafter referred to as "Kimball"), Leyton Public School District No. 17-0003 (hereinafter referred to as "Leyton"), Minatare Public School District No. 79-0002 (hereinafter referred to as "Minatare"), Mitchell Public School District No. 79-0031, (hereinafter referred to as "Mitchell"), Morrill Public School District No. 79-0011, (hereinafter referred to as "Morrill"), Potter-Dix Public School District No. 17-0009 (hereinafter referred to as "Potter-Dix"), Scottsbluff Public School District No. 79-0032 (hereinafter referred to as "Scottsbluff"), Sidney Public School District No. 17-0001 (hereinafter referred to as "Sidney"), and Sioux County Public School District No. 83-0500 (hereinafter referred to as "Sioux County").

The school districts are referred to collectively as "Districts". ESU 13 and the Districts are referred to collectively as "Parties".

WHEREAS, the Act provides that two or more public agencies may enter into an agreement for joint or cooperative action, and this Agreement is made and entered into pursuant to the provisions of that Act; and

WHEREAS, the Parties are school districts and an educational service unit and, therefore, also public agencies and political subdivisions of the State of Nebraska;

WHEREAS, the Parties desire to make the most efficient use of their taxing authority and other powers to enable them to cooperate with each other and other entities as further agreed on the basis of mutual advantage to provide goods, services, and facilities in a manner and pursuant to forms of governmental organization that will accord the best results in terms of

geographic, economic, population, and other factors that will influence the needs and development of the Parties;

WHEREAS, the Parties have passed resolutions authorizing each party to approve and enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed by the parties as follows:

1. No Separate Legal Entity. This Agreement does not establish a separate legal or joint entity.

2. Purpose. The purpose of this Agreement is to operate a Day School / Treatment Facility, (hereinafter "Facility") which will include specialized therapeutic and educational services on a full time basis for youth that have been determined to meet entrance criteria at ESU 13, and to enter into any arrangements or agreements that are desirable or necessary to achieve this purpose.

3. Term. This Agreement shall commence on June 1, 2020 and shall continue until terminated by the Parties as provided herein, with a minimum term of 5 years.

4. Administration. The ESU 13 Administrator ("Administrator") shall be responsible for jointly administering the cooperative undertaking described in this Agreement, with the input of the superintendents of the Districts. The Administrator and District Superintendents shall meet bi-annually to discuss the operation and budget of the Facility. The Administrator may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

5. Fiscal Agent. ESU 13 shall serve as the fiscal agent for the purposes of this Agreement. The fiscal agent shall segregate funds contributed to a project pursuant to this Agreement from other funds it maintains and shall provide and review bi-annual statements to the Parties of all activity. The fiscal agent will thereafter be authorized to make all necessary and appropriate expenditures in support of the project.

6. Control and Supervision. ESU 13 shall exercise the degree of control and supervision of the Facility as necessary to achieve the purpose(s) of this agreement. Such control and supervision will include the enforcement of any rules and regulations adopted by the Parties for the safety of persons engaged in use of the Facility.

7. Care and Maintenance. ESU 13 shall be responsible for the general maintenance and care of the Facility, subject to financial payments or contributions made by the Districts.

8. Facility Improvements. ESU 13 may make such alterations, improvements, and repairs to the Facility as it desires without other Parties' approval. In circumstances where (1) capital construction additions or improvement expenses will be passed on to the Parties, the other Parties' must approve said facility improvements in writing and (2) the alterations, improvements, or repairs that need to be approved by the appropriate regulatory authority are so approved by that authority.

9. Utilities. ESU 13 shall be responsible for the payment of all utilities.

10. Districts' Contributions. ESU 13 shall, based upon the anticipated costs and outside contributions, determine the Districts' share of the annual facility expenses. Districts shall have the following payment options:

1. Option One – pay an all-inclusive amount proportionate to school district student enrollment;
2. Option Two – pay a flat dollar amount for services for membership in this Agreement (for the first year of this Agreement the flat dollar amount is \$3,333.00) plus a per seat cost.

Exhibit A, attached hereto, identifies each District's Option choice and initial annual cost. Districts shall not change their Option choice within the first 5 years of this Agreement, unless approved by Administrator or allowed pursuant to this paragraph. By June 1st of each year, Administrator will advise Districts of the upcoming school year's costs, which shall become effective September 1st. Administrator may increase the annual Districts' costs by up to 5% per year (due to cost of living/payroll increases, etc.). If the Administrator increases the annual cost by more than 5%, Districts shall have the right to change its Option choice or withdraw from the Agreement by giving notice to Administrator by July 15th.

11. ESU 13 Responsibilities. ESU 13 agrees to act as the Consortium Coordinating Agency, and as such, agrees to:

- A.** Furnish the therapeutic and educational personnel for the Facility as well as administrative personnel to manage all administrative duties in regard to this Agreement.

- B.** Perform all the bookkeeping and financial operations necessary to manage this Agreement.
- C.** Prepare and submit all necessary reports and agreements as required for the management of this Agreement.

12. Expenses. Unless provided otherwise herein, all expenses resulting from this Agreement shall be paid by ESU 13.

13. Manner of Acquiring, Holding, and Disposing of Real and Personal Property. The Parties' respective governing boards shall determine the manner of acquiring, holding, or disposing of real property in the event that such a need arises. In no event shall the Administrator have the authority to acquire real property on behalf of the Parties. The Administrator shall have the authority to acquire and hold any personal property that is needed or required for the implementation of any purpose of this Agreement. The title to all such personal property shall be held in the name of ESU 13. ESU 13 shall have the authority to dispose of such personal property, provided that (a) any such disposal shall comply with state law, and (b) any funds raised from such sale shall be shared by the parties in proportion to their contribution made to obtain the property.

14. Financing and Budgeting. The Administrator, or his or her designee, with input from the Districts' Superintendents will prepare and approve a budget on an annual basis based on a fiscal year that begins on September 1st and ends on August 31st. Each Party will budget separately to pay the costs and expenses that it will reasonably and necessarily incur to fulfill its obligations under this Agreement.

15. Taxes. This Agreement does not grant the Parties any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 2816. The Party owning the Property will be liable for any real estate tax or assessment on such Property.

16. Nondiscrimination. The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

17. Notice of Participation and Withdrawal of Party. Unless a district notifies ESU 13 of its intent to withdraw from the Day School / Treatment Facility and this Agreement prior to March 1st of the current year, the district is committing to participate in the Facility and this Agreement for two years beyond the current year. Any party may withdraw from this

Agreement by giving written notification to the remaining parties by March 1st of the current year. Such withdrawal shall become effective two years from the end of the year notification is received. A party who has withdrawn shall have no right to accumulated assets of the Interlocal Cooperative Agency, nor shall the withdrawing party have a right to require the remaining parties to liquidate or otherwise dispose of assets of the Interlocal Cooperative Agency.

18. Default. A party shall be in default under this Agreement if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the party receives written notice of such breach or failure to perform from the other party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a party, the remaining parties may pursue any remedy provided by law.

19. Liability Insurance. Each party shall obtain and pay for its own liability insurance coverage for their participation in this Agreement. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

20. New Members. The Parties may add additional parties (at the then existing cost/rates) to this Agreement by the majority consent of the then current member Parties.

21. Notice. Each Party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or electronic mail to the School Districts' superintendents and the ESU 13 Administrator at the address on file with the Nebraska Department of Education. Notice is effective only if the party giving the Notice has complied with this section.

22. Reservation of Rights. Each party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

23. Amendments and Modifications. The Parties may amend or modify this Agreement only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this agreement shall be valid or binding.

24. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

25. Counterparts. The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other Parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

26. Assignment. The Parties shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of the other Parties.

27. Entire Agreement. The Agreement is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

This **AMENDED AGREEMENT** shall be effective upon its approval by the Board of Education of Alliance Public School District No. 07-0006, the Board of Education of Banner County Public School District No. 04-0001, the Board of Education of Bayard Public School District No. 62-0021, the Board of Education of Bridgeport Public School District No. 62-0063, the Board of Education of Gering Public School District No. 79-0016, the Board of Education of Hay Springs Public School District No. 81-0003, the Board of Education of Hemingford Public School District No. 07-0010, the Board of Education of Kimball Public School District No. 53-0001, the Board of Education of Leyton Public School District No. 17-0003, the Board of Education of Minatare Public School District No. 79-0002, the Board of Education of Mitchell Public School District No. 79-0031, the Board of Education of Morrill Public School District No. 79-011, the Board of Education of Potter-Dix Public School District No. 17-0009, the Board of Education of Scottsbluff Public School District No. 79-0032, the Board of Education of Sidney Public School District No. 17-0001, and the Board of Education of Sioux County Public School District 83-0500, and upon execution of such

agreement by the Presidents of such school districts.

SIGNATURE PAGES TO FOLLOW

**ALLIANCE PUBLIC SCHOOL
DISTRICT NO. 07-0006**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**BANNER COUNTY PUBLIC SCHOOL
DISTRICT NO. 04-0001**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**BAYARD PUBLIC SCHOOL
DISTRICT NO. 62-0021**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**BRIDGEPORT PUBLIC SCHOOL
DISTRICT NO. 62-0063**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**GERING PUBLIC SCHOOL
DISTRICT NO. 79-0016**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**HAY SPRINGS PUBLIC SCHOOL
DISTRICT NO. 81-0003**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**HEMINGORD PUBLIC SCHOOL
DISTRICT NO. 07-0010**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**KIMBALL PUBLIC SCHOOL
DISTRICT NO. 53-0001**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**LEYTON PUBLIC SCHOOL
DISTRICT NO. 17-0003**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**MINATARE PUBLIC SCHOOL
DISTRICT NO. 79-0002**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**MITCHELL PUBLIC SCHOOL
DISTRICT NO. 79-0031**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**MORRILL PUBLIC SCHOOL
DISTRICT NO. 79-0011**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**POTTER-DIX PUBLIC SCHOOL
DISTRICT NO. 17-0009**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**SCOTTSBLUFF PUBLIC SCHOOL
DISTRICT NO. 79-0032**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**SIDNEY PUBLIC SCHOOL
DISTRICT NO. 17-0001**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**SIOUX COUNTY PUBLIC SCHOOL
DISTRICT NO. 83-0500**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGE TO FOLLOW

EDUCATIONAL SERVICE UNIT NO. 13

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

EXHIBIT A

OPTION 1	
DISTRICT NAME	ANNUAL COST
Alliance	\$34,846.00
Banner County	\$3,175.00
Bayard	\$9,657.00
Bridgeport	\$11,801.00
Gering	\$48,287.00
Hay Springs	\$4,710.00
Kimball	\$10,266.00
Leyton	\$4,180.00
Minatare	\$4,815.00
Potter-Dix	\$4,921.00
Scottsbluff	\$86,467.00
Sioux County	\$2,566.00

OPTION 2	
DISTRICT NAME	ANNUAL COST
Hemingford	\$3,333.00 plus per seat cost
Mitchell	\$3,333.00 plus per seat cost
Morrill	\$3,333.00 plus per seat cost
Sidney	\$3,333.00 plus per seat cost



Houghton Mifflin Harcourt

Proposal #008392064

Prepared For

Bayard Pub School District 21

Attention:

Julie Cochran

julie.cochran@bayardtigers.org

For the Purchase of:

Into Reading Gr. K-6 7 Year

Prepared By

Jackie Griffith

jackie.griffith@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Julie Cochran
julie.cochran@bayardtigers.org

HMH Confidential and Proprietary

Send **Orders** to:
k12orders@hnhco.com
FAX: 800-269-5232
HMH Orders
9400 Southpark Center Loop
Orlando, FL 32819-8647

Proposal for Bayard Pub School District 21

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade K					
Student Digital Licenses					
1810879	9780358574729 Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	20	\$2,240.00	
Total for Student Digital Licenses		\$2,240.00			
Teacher Digital Licenses					
1809720	9780358566014 Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1805118	9780358526346 Into Reading Teacher Guide Set Grade K	\$172.50	1	\$172.50	
1736143	9781328639035 Into Reading Big Book Set Grade K	\$220.00	1	\$220.00	
1803398	9780358517016 Into Reading Read Aloud Set Grade K	\$120.00	1	\$120.00	
1742471	9780358056287 Into Reading Instructional Card Kit Grade K	\$69.45	1	\$69.45	
1738477	9780358019831 Into Reading Start Right Reader Set of 6 Grade K	\$162.00	1	\$162.00	
1721083	9781328522900 Into Reading Tabletop Minilessons Reading Grade K	\$31.00	1	\$31.00	
1716734	9781328491602 Into Reading Tabletop Minilessons English Language Development Grade K	\$31.00	1	\$31.00	
1736277	9780358001508 Into Reading Rigby Leveled Library with Take and Teach Lessons Grade K	\$1,150.00	1	\$1,150.00	
Student Materials					
1805089	9780358526056 Into Reading Student myBook 7 Year Print Grade K	\$66.50	20	\$1,330.00	
1739703	9780358029779 Into Reading Know It Show It 7 Year Print Grade K	\$62.75	20	\$1,255.00	
1739654	9780358029281 Into Reading Writer's Notebook 7 Year Print Grade K	\$62.75	20	\$1,255.00	
Total for A la Carte Items Available for Purchase		\$5,795.95			
Total for Grade K		\$8,035.95			

Grade 1 Student Digital Licenses

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Julie Cochran
julie.cochran@bayardtigers.org

HMH Confidential and Proprietary

Send **Orders** to:
k12orders@hnhco.com
FAX: 800-269-5232
HMH Orders
9400 Southpark Center Loop
Orlando, FL 32819-8647

Proposal for Bayard Pub School District 21

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1810879	9780358574729 Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	20	\$2,240.00	
Total for Student Digital Licenses		\$2,240.00			
Teacher Digital Licenses					
1809720	9780358566014 Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1805119	9780358526353 Into Reading Teacher Guide Set Grade 1	\$172.50	1	\$172.50	
1714678	9781328468970 2020 Into Reading Writing Workshop Teacher's Guide Grade 1	\$48.30	1	\$48.30	
1805124	9780358526407 Into Reading Teaching Pal Set Grade 1	\$38.00	1	\$38.00	
1736147	9781328639097 Into Reading Big Book Set Grade 1	\$84.00	1	\$84.00	
1736145	9781328639059 Into Reading Read Aloud Set Grade 1	\$88.00	1	\$88.00	
1736148	9781328639103 Into Reading Trade Classroom Library Single Copy Set Grade 1	\$24.85	1	\$24.85	
1742472	9780358056294 Into Reading Instructional Card Kit Grade 1	\$73.05	1	\$73.05	
1738478	9780358019848 Into Reading Start Right Reader Set of 6 Grade 1	\$259.20	1	\$259.20	
1721084	9781328522917 Into Reading Tabletop Minilessons Reading Grade 1	\$31.00	1	\$31.00	
1716735	9781328491619 Into Reading Tabletop Minilessons English Language Development Grade 1	\$31.00	1	\$31.00	
1736278	9780358001515 Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 1	\$1,150.00	1	\$1,150.00	
Student Materials					
1805098	9780358526148 Into Reading Student myBook Softcover Set 7 Year Print Grade 1	\$66.50	20	\$1,330.00	
1805134	9780358526506 Into Reading Know It Show It 7 Year Print Grade 1	\$62.75	20	\$1,255.00	
1739655	9780358029298 Into Reading Writer's Notebook 7 Year Print Grade 1	\$62.75	20	\$1,255.00	
1775804	9780358293606 Into Reading Grammar Practice Workbook 7 Year Print Grade 1	\$62.75	20	\$1,255.00	
1775856	9780358294122 Into Reading Read and Respond Journal 7 Year Print Grade 1	\$62.75	20	\$1,255.00	
Total for A la Carte Items Available for Purchase		\$8,349.90			

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Chicago, IL 60693

Attention:
Julie Cochran
julie.cochran@bayardtigers.org

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Orlando, FL 32819-8647

Proposal for
Bayard Pub School District 21

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for Grade 1		\$10,589.90			
Grade 2					
Student Digital Licenses					
1810879	9780358574729 Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	20	\$2,240.00	
Total for Student Digital Licenses		\$2,240.00			
Teacher Digital Licenses					
1809720	9780358566014 Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1805120	9780358526360 Into Reading Teacher Guide Set Grade 2	\$172.50	1	\$172.50	
1714679	9781328469809 2020 Into Reading Writing Workshop Teacher's Guide Grade 2	\$48.30	1	\$48.30	
1805125	9780358526414 Into Reading Teaching Pal Set Grade 2	\$38.00	1	\$38.00	
1736146	9781328639080 Into Reading Read Aloud Set Grade 2	\$132.00	1	\$132.00	
1736149	9781328639110 Into Reading Trade Classroom Library Single Copy Set Grade 2	\$24.85	1	\$24.85	
1742513	9780358056300 Into Reading Instructional Card Kit Grade 2	\$75.05	1	\$75.05	
1738479	9780358019855 Into Reading Start Right Reader Set of 6 Grade 2	\$172.80	1	\$172.80	
1721085	9781328522924 Into Reading Tabletop Minilessons Reading Grade 2	\$31.00	1	\$31.00	
1716736	9781328491626 Into Reading Tabletop Minilessons English Language Development Grade 2	\$31.00	1	\$31.00	
1736279	9780358001522 Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 2	\$1,150.00	1	\$1,150.00	
Student/ Materials					
1805099	9780358526155 Into Reading Student myBook Softcover Set 7 Year Print Grade 2	\$66.50	20	\$1,330.00	
1805135	9780358526513 Into Reading Know It Show It 7 Year Print Grade 2	\$62.75	20	\$1,255.00	
1739656	9780358029304 Into Reading Writer's Notebook 7 Year Print Grade 2	\$62.75	20	\$1,255.00	
1775805	9780358293613 Into Reading Grammar Practice Workbook 7 Year Print Grade 2	\$62.75	20	\$1,255.00	

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Proposal for Bayard Pub School District 21

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1775857 9780358294139	Into Reading Read and Respond Journal 7 Year Print Grade 2	\$62.75	20	\$1,255.00	
Total for A la Carte Items Available for Purchase		\$8,225.50			
Total for Grade 2		\$10,465.50			
Grade 3					
Student Digital Licenses					
1810879 9780358574729	Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	20	\$2,240.00	
Total for Student Digital Licenses		\$2,240.00			
Teacher Digital Licenses					
1809720 9780358566014	Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1805121 9780358526377	Into Reading Teacher Guide Set Grade 3	\$172.50	1	\$172.50	
1714680 9781328469816	2020 Into Reading Writing Workshop Teacher's Guide Grade 3	\$48.30	1	\$48.30	
1805126 9780358526421	Into Reading Teaching Pal Set Grade 3	\$38.00	1	\$38.00	
1736150 9781328639127	Into Reading Trade Classroom Library Single Copy Set Grade 3	\$24.85	1	\$24.85	
1721086 9781328522931	Into Reading Tabletop Minilessons Reading Grade 3	\$31.00	1	\$31.00	
1716737 9781328491633	Into Reading Tabletop Minilessons English Language Development Grade 3	\$31.00	1	\$31.00	
1736280 9780358001539	Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 3	\$1,150.00	1	\$1,150.00	
Student Materials					
1805100 9780358526162	Into Reading Student myBook Softcover Set 7 Year Print Grade 3	\$66.50	20	\$1,330.00	
1805136 9780358526520	Into Reading Know It Show It 7 Year Print Grade 3	\$62.75	20	\$1,255.00	
1739657 9780358029311	Into Reading Writer's Notebook 7 Year Print Grade 3	\$62.75	20	\$1,255.00	
1775806 9780358293620	Into Reading Grammar Practice Workbook 7 Year Print Grade 3	\$62.75	20	\$1,255.00	

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Proposal for Bayard Pub School District 21

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1775858 9780358294146	Into Reading Read and Respond Journal 7 Year Print Grade 3	\$62.75	20	\$1,255.00	
Total for A la Carte Items Available for Purchase		\$7,845.65			
<hr/> Total for Grade 3		\$10,085.65			
Grade 4					
Student Digital Licenses					
1810879 9780358574729	Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	25	\$2,800.00	
Total for Student Digital Licenses		\$2,800.00			
Teacher Digital Licenses					
1809720 9780358566014	Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1805122 9780358526384	Into Reading Teacher Guide Set Grade 4	\$172.50	1	\$172.50	
1714681 9781328469823	2020 Into Reading Writing Workshop Teacher's Guide Grade 4	\$48.30	1	\$48.30	
1805127 9780358526438	Into Reading Teaching Pal Set Grade 4	\$38.00	1	\$38.00	
1736151 9781328639134	Into Reading Trade Classroom Library Single Copy Set Grade 4	\$24.85	1	\$24.85	
1721087 9781328522948	Into Reading Tabletop Minilessons Reading Grade 4	\$31.00	1	\$31.00	
1716738 9781328491640	Into Reading Tabletop Minilessons English Language Development Grade 4	\$31.00	1	\$31.00	
1736281 9780358001546	Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 4	\$1,150.00	1	\$1,150.00	
Student Materials					
1805101 9780358526179	Into Reading Student myBook Softcover Set 7 Year Print Grade 4	\$66.50	25	\$1,662.50	
1805137 9780358526537	Into Reading Know It Show It 7 Year Print Grade 4	\$62.75	25	\$1,568.75	
1739658 9780358029328	Into Reading Writer's Notebook 7 Year Print Grade 4	\$62.75	25	\$1,568.75	
1775807 9780358293637	Into Reading Grammar Practice Workbook 7 Year Print Grade 4	\$62.75	25	\$1,568.75	
1775859 9780358294153	Into Reading Read and Respond Journal 7 Year Print Grade 4	\$62.75	25	\$1,568.75	

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for A la Carte Items Available for Purchase		\$9,433.15			
Total for Grade 4		\$12,233.15			
Grade 5					
Student Digital Licenses					
1810879	9780358574729 Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	30	\$3,360.00	
Total for Student Digital Licenses		\$3,360.00			
Teacher Digital Licenses					
1809720	9780358566014 Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1805123	9780358526391 Into Reading Teacher Guide Set Grade 5	\$172.50	1	\$172.50	
1714682	9781328469830 2020 Into Reading Writing Workshop Teacher's Guide Grade 5	\$48.30	1	\$48.30	
1805128	9780358526445 Into Reading Teaching Pal Set Grade 5	\$38.00	1	\$38.00	
1736153	9781328639141 Into Reading Trade Classroom Library Single Copy Set Grade 5	\$24.85	1	\$24.85	
1721088	9781328522955 Into Reading Tabletop Minilessons Reading Grade 5	\$31.00	1	\$31.00	
1716739	9781328491657 Into Reading Tabletop Minilessons English Language Development Grade 5	\$31.00	1	\$31.00	
1736282	9780358001553 Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 5	\$1,150.00	1	\$1,150.00	
Student Materials					
1805102	9780358526186 Into Reading Student myBook Softcover Set 7 Year Print Grade 5	\$66.50	30	\$1,995.00	
1805138	9780358526544 Into Reading Know It Show It 7 Year Print Grade 5	\$62.75	30	\$1,882.50	
1739659	9780358029335 Into Reading Writer's Notebook 7 Year Print Grade 5	\$62.75	30	\$1,882.50	
1775808	9780358293644 Into Reading Grammar Practice Workbook 7 Year Print Grade 5	\$62.75	30	\$1,882.50	
1775860	9780358294160 Into Reading Read and Respond Journal 7 Year Print Grade 5	\$62.75	30	\$1,882.50	

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for A la Carte Items Available for Purchase		\$11,020.65			
Total for Grade 5		\$14,380.65			
Grade 6					
Student Digital Licenses					
1810879	9780358574729 Into Reading Student License Digital 7 Year Grades K-6 Package Includes: Digital Student Resources 7 Year Grades K-6 Implementation Success	\$112.00	30	\$3,360.00	
Total for Student Digital Licenses		\$3,360.00			
Teacher Digital Licenses					
1809720	9780358566014 Into Reading Teacher License Digital with Teacher's Corner 7 Year Grades K-6 Package Includes: Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$525.00			1
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Teacher Materials					
1737706	9780358011156 2020 Into Reading Teacher's Guide Set Grade 6	\$172.50	1	\$172.50	
1714683	9781328469854 2020 Into Reading Writing Workshop Teacher's Guide Grade 6	\$48.30	1	\$48.30	
1738609	9780358019114 Into Reading Teaching Pal Set Grade 6	\$38.00	1	\$38.00	
1737707	9780358011163 Into Reading Trade Classroom Library Single Copy Set Grade 6	\$24.85	1	\$24.85	
1721089	9781328522962 Into Reading Tabletop Minilessons Reading Grade 6	\$31.00	1	\$31.00	
1716740	9781328491664 Into Reading Tabletop Minilessons English Language Development Grade 6	\$31.00	1	\$31.00	
1761437	9780358188155 Into Reading Rigby Leveled Library Cards with Take and Teach Lessons Grade 6	\$460.00	1	\$460.00	
Student Materials					
1793807	9780358436041 Language Arts Novel 3 Points Recommended for a range of titles and choices from the HMH Novel List.	\$12.00	30	\$360.00	
1737682	9780358010371 2020 Into Reading Student myBook Softcover Set 7 Year Print Grade 6	\$66.50	30	\$1,995.00	
1739709	9780358029830 Into Reading Know It Show It 7 Year Print Grade 6	\$62.75	30	\$1,882.50	
1739660	9780358029342 Into Reading Writer's Notebook 7 Year Print Grade 6	\$62.75	30	\$1,882.50	
1775861	9780358294177 Into Reading Read and Respond Journal 7 Year Print Grade 6	\$62.75	30	\$1,882.50	

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Bayard Pub School District 21

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for A la Carte Items Available for Purchase		\$8,808.15			

Total for Grade 6

\$12,168.15

<i>Total Savings:</i>	\$3,675.00
<i>Subtotal Purchase Amount:</i>	\$77,958.95
<i>Shipping & Handling:</i>	\$24,817.43
Total Cost of Proposal (PO Amount):	\$102,776.38

****Please add proper sales tax to your order****

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Total Cost of Proposal (PO Amount): \$102,776.38

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
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 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Bayard Public School District 21	Bayard Public School District 21
Bayard, NE 69334-0607	Bayard, NE 69334-0607
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
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- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
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Quote Date 5/25/22

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 Canada BN: 855264339

Bill To:

Ship To:

BAYARD PUB SCHOOL DISTRICT 21
 PO BOX 607
 BAYARD NE 69334-0607

BAYARD PUB SCHOOL DISTRICT 21
 MARK KESZLER
 PO BOX 607
 BAYARD NE 69334-0607

Please refer to your Account Number and Process Number on all correspondence.

Email Address
mark.keszler@bayardtigers.org

Process No.	Process Date	Purchase Order Number	Shipped Via	Expiration Date		
14160783	5/25/22	QUOTE: 05/25/22 1:58:06 PM	*** U.P.S. GROUND ***	01/31/23		
ISBN	Quantity	Item	Title (©)	List Price	Disc. %	Net Extended Price
978-1-63563-840-0	1	OIR	JOURNALISM ACROSS 6YR EMAIL (2021) *	528.00	25.00	396.00
978-1-63776-520-3	15	BDL	VIDEO DIGITAL COMM TX/OLS6 (2023) *	192.00	25.00	2160.00
978-1-63776-524-1	1	OIR	VIDEO DIGITAL COMM 6YR EMAIL(2023) *	800.00	25.00	600.00
978-1-63776-512-8	15	BDL	TELEVISION PRODUCTION TX/OLS6 (2023) *	192.00	25.00	2160.00
978-1-63776-516-6	1	OIR	TELEVISION PRODUCT 6YR EMAIL(2023) *	800.00	25.00	600.00
978-1-63563-836-3	15	BDL	JOURNALISM ACROSS TX/OLS6 (2021)	192.00	25.00	2160.00
Sub-Total		Sales Tax		Shipping Charge		PAY THIS AMOUNT
8076.00		455.12		198.99		

Shipping Charges are good for 30 days from date of quote.

Page Number 1 of 1

Free items available only with purchase of student items direct from Goodheart-Willcox.

Please send tax exemption certificates to taxcert@g-w.com.

BDL Bundle	OG Observation Guide	SG Study Guide
BSK BrightSpace Packet	OIR Online Instructor Resource	SHP Shop Manual
BSL BrightSpace License	OLS Online Learning Suite	TAW Teacher's Annotated Workbook
CCL Common Cartridge License	OSC Online Student Center	TE Teacher's Edition
CCK Common Cartridge Packet	OT Online Textbook	TSE Exam View Test Software
CUR Curriculum Center	PP PowerPoint	TXT Textbook
EBI Ebook Instructor	RCD Instructor's Resource CD	WB Workbook
EBS Ebook Student	SDG Software Design Guide	
LM Lab Manual		

Amendment to Employment Contract

This Amendment to Employment Contract (“Amendment”) is between the Board of Education of Bayard Public Schools (the “Board”) and the Bayard Education Association (the “Association”).

1. The Board and Association are the parties to the negotiated Employment Contract related to certain terms of employment of teachers employed by Bayard Public Schools (the “Contract”).
2. Since the Contract has been entered into, Bayard Public Schools has added high school Softball as an activity.
3. The Board and Association agree that teachers hired for the Head Softball Coach and Assistant Softball Coach positions should be compensated in the same manner as the head coach and assistant coach positions, respectively, of the other high school sports according to the Extra Duty Salary Schedule of the Contract. The teachers serving as Softball coaches may also reimbursed for their reasonable expenses for attending clinics to the same extent allowed in the Contract for other coaches listed in the Extra Duty Schedule.

Dated: _____

Board of Education of Bayard Public Schools

By: _____
Its President

Bayard Education Association

By: Jennifer Javerman
Its President

Marsh Family Painting

1107 1/2 east overland
 Scottsbluff NE, 69361
 308-672-9449

Estimate
 70

DATE
 5/26/2122

BILL TO

Bayard school
 Bayard NE

CUSTOMER ID

TERMS

Auditorium estimate

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Left side wall			
paint 787.5 square feet	2.00sqft		1,147.50
Right side wall			
paint 787.5 square feet	2.00sqft		1,147.50
back wall			
paint 1143 square feet	2.00sqft		2,286.00
front walls			
paint 720 square feet	2.00sqft		1,440.00
Ceiling			
paint 4443 square feet	2.50sqft		11,107.50
estimate covers tarping and plastic to cover floors and equip			

paint not included in estimate

estimate on paint would be 35 gallons
 half down would be required to start
 and the rest upon completion.

SUBTOTAL	17,128.50
TAX RATE	
TAX	
TOTAL	\$ 17,128.50

If you have any questions about this invoice, please contact
Jim Marsh 308-672-9449



Travis Miller <travis.miller@bayardtigers.org>

Fwd: -Work Proposal-

Kelley Rice <kelley.rice@bayardtigers.org>

Tue, May 31, 2022 at 7:27 PM

To: Travis Miller <travis.miller@bayardtigers.org>, Bobbie Stuart <bobbie.stuart@bayardtigers.org>

FYI

Sent from my iPhone

Begin forwarded message:

From: Mike Lucius <mikelucius82@gmail.com>

Date: May 31, 2022 at 5:59:52 PM MDT

To: kelley.rice@bayardtigers.org

Subject: -Work Proposal-

Bayard High School
726 4th Avenue
Bayard, NE

#1 Walls & Ceilings

-Mask surrounding areas. Prep, prime where needed, and paint two coats on all walls and ceilings throughout auditorium. Changing color on walls (1 color on all walls). White on all ceilings.

-All seating must be removed before work begins.

-Cost of labor will be \$7,815 , and \$2,935 for materials. \$10,750 total.

-A 50% deposit is required when work begins. Remaining balance is due upon completion of work.

-All materials from Sherwin Williams Paints.

#2 Floors

-Prep/sand, and paint two coats on all concrete floors throughout auditorium. Changing color on all, but using one color throughout.

-All seating must be removed before work begins.

-Cost of labor will be \$2,100 , and \$1,425 for materials. \$3,525 total.

-A 50% deposit is required when work begins. Remaining balance is due upon completion of work.

-All materials from Sherwin Williams Paints.

Please let me know if you have any questions or concerns.

Mike Lucius
Lucius Brothers Painting
308-672-9182

POLICY NO. 5095 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

General. Title IX of the Education Amendments of 1972 declares, in part, that:

No person in the United State shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program of activity receiving Federal financial assistance.

This district receives Federal financial assistance. In order to continue receiving such Federal financial assistance, this district must comply with Title IX and the regulations promulgated through the U.S. Department of Health, Education and Welfare by the Department's Office for Civil Rights interpreting Title IX. If any program of activity of this district fails to comply with Title IX, or the Federal administrative regulations implementing Title IX, public hearings would be held by the Federal government which could result in the termination of Federal funds to this district.

In addition to the sanction of non-receipt of Federal funds, however, the board of education is of the general view that discrimination on the basis of sex in any education program or activity of this district is not to be permitted except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this district. Accordingly, employees of this district are required by this policy to comply with the provisions of:

1. This policy as in the case of any rule or regulation adopted by the board of education of this district; and,
2. Title IX of the Education Amendments of 1972 and the regulations promulgated thereunder by the U.S. Department of Health, Education and Welfare, as Part 86, Title 45, U.S. Code, printed also in U.S. Federal Register, Vol. 40, No. 108, Wednesday, June 4, 1975, as amended, as Title IX and as such regulations are applicable to this district.

Application to Specific Education Programs and Activities. This policy's prohibition against action by employees or other persons acting in the name and on the behalf of this district which bases any exclusion from participation in, denial of benefits from, or discrimination in, any educational program or activity because of the sex of a student or employee, applies to all education programs and activities conducted by this district, including, but not limited to, the following:

1. Educational Programs.

- a. *Course Offerings.* Applies to all course offerings, except that with respect to physical education classes and activities at the elementary and secondary school levels, compliance shall be attained as expeditiously as possible but in no event later than July 21, 1976 at the elementary school level and July 21, 1978 at the secondary level. This policy's prohibition does not prohibit:
1. grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex;
 2. separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball and other bodily contact sports;
 3. separation of students by sex in classes dealing exclusively with human sexuality; and,
 4. separation of persons based on vocal range or quality even though such separation may result in chorus or choruses of one or predominately one sex.
- b. *Athletics.* Applies to all athletic programs or activities, except that separate teams for members of each sex may be operated:
1. when the sport involved is a contact sport; or
 2. where selection for the separate teams is based upon competitive skill, provided that where there is now and has been no such team for the excluded sex, members of the excluded sex must be allowed to tryout for the team unless the sport involved is a contact sport, as defined in paragraph 1.a.(2) of this policy, above.

Moreover, equal athletic opportunity shall be provided for members of both sexes, including equal provision for equipment, supplies, coaching, facilities, services and publicity, except that unequal aggregate expenditure of funds for members of each sex or male and female teams will not in and of itself constitute a violation of this policy.

Full compliance with this shall be attained as expeditiously as possible but in no event later than July 21, 1976, at the elementary school level and July 21, 1978, at the secondary school level.

- c. *Counseling*. Applies to all counseling and guidance activities at the elementary and secondary school levels.
- d. *Textbooks*. Nothing in this policy shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials.

2. Other Activities or Facilities.

- a. *Financial Assistance*. Applies to offering scholarship or other aid or assisting non-school organizations in the offering of scholarships or other aid to students of this district.
- b. *Employment Assistance*. Applies to all efforts to place students in employment. The district shall, as part of any employment assistance program for students, ensure that all employment opportunities are made available without discrimination on the basis of sex and refuse participation in its student employment program to employers who would practice such discrimination.
- c. *Health and Insurance*. Applies to all health or insurance policies offered to students which may be used by a difference proportion of students of one sex than of the other, including family planning. If full coverage is provided, such coverage must include gynecological care.

- d. *Housing*. Nothing in this policy shall be interpreted as prohibiting the separation of students by sex in housing for field trips or other reasons. Such separate housing must be comparable in quality and availability.

- e. *Toilet, Locker and Shower Facilities*. Separate toilet, locker, and shower facilities may be provided on the basis of sex. Such facilities shall be comparable to similar facilities provided for students of the other sex.

No rule on marital, family or parental status that treats one sex different from the other sex shall be applied or enforced.

- 3. **District Employment Activities**. Applies to all aspects of the district's employment programs, including but not limited to, recruitment, advertising, process of application for employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer sponsored programs, including social or recreational programs and any other term, condition or privilege of employment. Specifically, the following personnel employment practices are prohibited:
 - a. *Tests*. Administration of any test or other criterion which has a disproportionately adverse effect on persons on the basis of sex unless it is a valid predictor of job success and alternative test or criterion are unavailable;

 - b. *Recruitment*. Recruitment of employees from entities which furnish as applicants only or predominately members of one sex, if such action has the effect of discriminating on the basis of sex;

 - c. *Compensation*. Establishment of rates of pay on the basis of sex;

 - d. *Job Classification*. Classification of jobs as being for males or females;

- e. *Fringe Benefits*. Provision of fringe benefits on basis of sex; all fringe benefit plans must treat males and females equally;
- f. *Marital and Parental Status*. Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the district as are all other temporary disabilities. No inquiry shall be made by the district in job applications as to the marriage status of an applicant, including whether such applicant is “Miss or Mrs.” But, inquiry may be made as to the sex of a job applicant for employment if made of all applicants and is not a basis for discrimination.
- g. *Employment Advertising*. Any expression of preference, limitation, or specification based on sex, unless sex is a bona fide occupation qualification for the particular job in question.

4. Policy Enforcement. To ensure compliance with this policy, the Superintendent shall:

- a. designate a member of the administrative staff;
 - 1. to coordinate efforts of the district to comply with this policy;
 - 2. to develop, and ensure the maintenance of a filing system to keep all records required under this policy;
 - 3. to investigate any complaints of violations of this policy;
 - 4. to administer the grievance procedure established in this policy; and
 - 5. to develop affirmative action programs, as appropriate; and
- b. provide for the publication of this policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organization, such publication to include the name, office address and telephone number of the compliance administrator designated pursuant to this policy in paragraph C.1., above.

5. Grievance Procedure. Any student or employee of this district who believes he or she has been discriminated against, denies a benefit, or excluded from participation, in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated in paragraph C.1., of this policy, above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

6. Evaluation. The Superintendent shall present a report to the Board of Education in a public meeting on or about July 21, 1976, and in a public meeting to be held on or about the anniversary of that date each year thereafter, describing this district's compliance with this policy during the previous year, which report can be the basis of an evaluation of the effectiveness of this policy by the Board of Education and a determination as to whether or not additional affirmative action is necessary in light of all the facts.

Adopted: 8-17-76

Reviewed: 6-14-10, 7-13-20

POLICY NO. 5095-A - STUDENT RIGHT PROCEDURE

EXPLANATION:

A grievance is a difference of opinion raised by a student or group of students involving; 1) the meaning, interpretation or application of established policies; 2) difference of treatment; or 3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: 1) representation; 2) present witnesses and evidence; 3) confidentiality; 4) review relevant records; and 5) proceed without harassment and/or retaliation.

More information is available in the offices of: Superintendent of Schools and building principals. Inquiries may also be directed to the Director of Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (818) 891-8026.

Time limits refer to days when school is in session.

STEP I. The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II. If the problem is not resolved, the grievance should be referred informally to the Elementary Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP III. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Secondary Principal, Bayard High School. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP IV. If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the Superintendent or designees within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP V. If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

Adopted: 8-8-94

Reviewed: 6-14-10, 7-13-20

POLICY NO. 5095-B - EXPLANATIONS – DUE PROCESS DIRECTIONS FOR STUDENT GRIEVANCE PROCEDURE

The grievance procedure for students is published in the district student handbook and publications that reach all students including those in special education. The procedure, a long with explanations, due process and directions are available for inspection in the following offices: Superintendent of Schools and building principals. Inquires can also be directed to the Director of Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

EXPLANATIONS:

1. *Grievance* – A grievance is a difference of opinion raised by a student or a group of students involving: 1) the meaning, interpretation or application of established policies; 2) difference of treatment; or 3) application of the legal requirements of civil rights legislation.
2. *Grievant* – Any student or group of students submitting a grievance in their own behalf.
3. *Days* – Days when school is in session.

DUE PROCESS:

1. *Right to Representation* – A grievant(s) may choose to be represented by an attorney other persons of their choosing, such as relative or advocate. Issues of ordinary school operation should however, be resolved as informally as possible.

2. *Right to Present Witness and Evidence* – Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. *Time Limits* – All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. *Right to Information* – Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. *Privacy* – During the grievance procedure except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. *Reprisals / Retaliation* - Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the Superintendent and/or building principal. This response shall contain a summary of the evidence determined, the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

Adopted: 8-8-94

Reviewed: 6-14-10, 7-13-20

POLICY NO. 5096 - APPEARANCES OF SCHOOL GROUPS

The following general policies should govern all appearances of school groups:

1. The amount of time taken from regular school duties should be kept to a minimum in every case. Directors and school administrators will be expected to deny requests for the services of the groups whenever such services will result in interferences with normal school duties to any major extent.
2. The amount of time and effort required to prepare for the event should be taken into consideration. Appearances of the groups which require extensive extra practices or which consume undue amounts of the group's normal practice time are to be avoided.

With these two general policies in mind, the following procedures are recommended.

1. School groups shall appear in normal school activities (athletic contests, assemblies, school programs, etc.) at the discretion of the group directors and the school administrator.
2. School groups shall participate in civic occasions of a community-wide significance (such as Chamber of Commerce functions involving all merchants, county fairs, benefit events of community-wide importance, etc.) at the discretion of the group director and the school administrator. Fees received from any of these appearances shall be applied to the groups travel fund.
3. School groups may participate in all conference and state sponsored activities. Additional contests must have administrative permission.

4. School bands may participate in out-of-town Band Days or out-of-town athletic contests when special permission is secured from the administration.
5. Long trips out of state must be specifically approved by the Board of Education after a complete plan for such trip is presented by the group director. Only in rare and unusual circumstances should such a trip even be considered.
6. School groups may not participate in events sponsored by individual merchants or small groups of merchants not under Chamber of Commerce sponsorships; in political rallies, parades, or meetings; or in events sponsored by private clubs, organizations, or societies, without approval of the administration.
7. Requests for use of the school groups should be submitted to the group director who will consult with his school administrator in deciding whether to accept the invitation.
8. The public school has neither legal nor moral hold on a student's time during holiday or vacation periods. Therefore, acceptance of requests for services of school bands will depend on voluntary agreement by participants to appear in such an event. After ascertaining the number of students available the director must decide if the number is sufficient for the group to make a creditable showing.
9. The above policies also apply to the following groups and their sponsors:

FCCLA	FFA	CHORUS
JH Music	Elementary Music	All school clubs and organizations
10. All athletics are governed by the rules and regulations as set forth by the Nebraska State Activity Association. These rules and regulations cover such items as number of contests, dates of practice, travel, etc.

11. The administration has the right to deviate from any of the above standard with Board approval.

Adopted: 8-17-76

Revised: 7-13-81

Reviewed: 6-14-10, 7-13-20

POLICY NO. 5097 - BUILDING HOURS

The principal in each building will establish the hours that students will be allowed in the buildings. They will also establish rules for being in the buildings before school, noon hour and after school. Weather conditions will be given consideration in the development of these rules.

Persons who sponsor activities must supervise students when they have them in the buildings prior to or after the building hours are established for student use.

Adopted: 8-14-78

Revised: 7-13-81, 8-12-02

Reviewed: 6-14-10, 7-13-20

POLICY NO. 5098 - TITLE IX SEXUAL HARASSMENT

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

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

The Board designates the following individual to serve as the District's Title IX Coordinator and may or may not have the same person serve as Compliance Coordinator:

Title: Mrs. Kelley Rice, Secondary Principal

Office address: 726 4th Avenue, Bayard, NE 69334

Email: kelley.rice@bayardtigers.org

Phone number: 308-586-1700

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

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

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

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

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

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

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

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

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

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

Retaliation Prohibited

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

Confidentiality

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

Notice Requirements

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

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including examination of evidence, handling hearings, appeals and informal resolution processes, when applicable, how to address complaints that do not qualify as Title IX sexual harassment, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive

training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and judgments of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

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

Determination of Responsibility

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

Other Title IX Coordinator Duties

The Title IX Coordinator, along with the Compliance Coordinator, shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
5. Student Access - Review of programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

6. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
7. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
8. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Legal Reference: Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, Title VII; 42 USC 2000e et seq.
Education Amend. of 1972, Title IX; 20 USC 1681 et seq.
Exec. Order 11246, as amended by Executive Order 11375
Equal Pay Act; 29 USC 206
34 CFR part 106

Cross Reference: 103.00 Equal Educational Opportunity
402.01 Equal Opportunity Employment
402.15 Staff Conduct with Students
403.02 Child Abuse Reporting
403.03 Abuse of Students by School District Employees
404.06 Harassment by Employees
405.00 Employee Conduct and Appearance
501.00 Objectives for Equal Educ. Opportunities for Students
504.03 Student Conduct
504.14 Hazing, Initiation, Secret Societies or Gang Activity
504.18 Harassment by Students
504.20 Bullying Prevention
504.21 Dating Violence Prevention
505.03 Suspension and Expulsion of Students
612.05 Individualized Education Program
612.10 Procedural Safeguards

Adopted: 9-14-20

POLICY NO. 5099 - STUDENTS REQUIRED TO MAKE UP TIME AFTER SCHOOL HOURS

Students can be retained after school for disciplinary reasons. The school realizes that some students ride the bus, and that this could cause an immediate problem for transportation home for the students. If such is the case, the student can request that the time after school be the following school day, but will be expected to make up the time.

Adopted: 8-14-78

Reviewed: 6-14-10, 7-13-20

POLICY NO. 5102 - SCHOOL OFFICE PHONES

The office phones are to be used by students for emergency calls only. Students that wish to use the phones must ask for permission and be willing to state the reason for the request. The office phones are for business and can not be tied up for unnecessary reasons. Students are not to be called out of class for phone calls unless it is an emergency.

Adopted: 8-14-78

Reviewed: 7-12-10

POLICY NO. 5103 - STUDENT HANDBOOK

Students are to familiarize themselves with the Student Handbook. The student handbook is to be continually posted in each of the schools and will be available on the district's website.

Adopted: 8-14-78

Revised: 8-13-01, 3-9-20

Reviewed: 7-12-10

POLICY NO. 5104 - ELIGIBILITY

High School and Junior High students failing two subjects are ineligible for participation in all extra curricular activities during the following week. Eligibility will be determined on a weekly basis. The failing students will be notified by the sponsor on the first day of the week in which the ineligibility will occur. Semester eligibility will be determined by the NSAA eligibility requirements. Students who are ineligible will not be allowed to travel with the group to any contest or activity.

Adopted: 8-14-78

Revised: 1-14-80; 7-13-81; 8-15-83; 8-12-85

Reviewed: 7-12-10

POLICY NO. 5105 - STUDENT DRIVING AND PARKING

Students driving cars to school are to park in the designated student parking area in an orderly fashion. The student parking area has open parking. Slots are available on a first come first serve basis. Students are required to park only where there is a guardrail present. Students that park where there is no guardrail may be disciplined by the office and the police.

General driving of automobiles by students, except during their lunch period, is prohibited.

It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal (with a signed complaint from the school employee) who will (a) require the student to check in his/her keys at the principal's office from 8:30 a.m. – 3:30 p.m. for one (1) week or (b) to file a civil legal action to be brought against the students.

Adopted: 8-14-78

Reviewed: 7-12-10

Revised: 8-9-10



June 9, 2022

Administrator
Bayard Public Schools
PO Box 607
Bayard, NE 69334

RE: 2022/2023 Accreditation

Dear Administrator,

On June 3, 2022, the State Board of Education voted to grant accreditation to Bayard Public Schools for the period July 1, 2022, through June 30, 2023. This action is based upon records indicating that Bayard Public Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

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

Sincerely,

Michelle R. Charf – Ed. D
Accreditation Section Director
Office of Accountability, Accreditation, and Program Approval
Nebraska Department of Education



Certificate of Accreditation

The Nebraska Department of Education

Recognizes

Bayard Public Schools

AS AN ACCREDITED SCHOOL
FOR THE SCHOOL YEAR 2022-2023

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in dark ink, appearing to read "Matthew L. Blomstedt", is written over a horizontal line.

Matthew L. Blomstedt, Ph.D.
Commissioner of Education

A handwritten signature in dark ink, appearing to read "Deborah A. Frison", is written over a horizontal line.

Deborah A. Frison, Ed.D.
Deputy Commissioner of Education

Superintendent's School Improvement Report

Presented to the

Board of Education of Bayard Public Schools

June 13, 2022

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.

- During the recent statewide ACT testing, we had three students qualify for a position on the ACT Honor Board. Cambree Schmaltz, Hunter Miller, and Kierra Miller all tested well enough to earn a spot on the honor board. Cambree and Kierra are now two-time qualifiers for the honor.
- I would like to commend and thank our entire faculty and staff for their dedicated efforts during the 2022-2023 school year. I would encourage community members to thank our staff for their persistent efforts to provide a quality education for our students.

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.

- I would like to commend Bobbie Stuart on her efforts to secure additional grant funding (over \$80,000 for early childhood education work).
- Camera equipment has arrived to complete the next phase of the ESSER II Camera Project.
- We will be working with the monitoring staff from NDE regarding ESSER expenditures as part of the state's auditing/monitoring process. I would like to commend Bobbie for her work compiling the many documents that will be reviewed during that process.
- We plan to be able to close out CSI and ESSER II grants before the end of the fiscal year.
- We currently have \$745,888 of ESSER III funding that hasn't been claimed. Of that, approximately \$200,000 is dedicated to staffing to address learning loss (per the 20% requirement). The district will have approximately \$545,000 in ESSER III funding available for allowed uses during the upcoming school year.
- Pella is in the process of getting our windows manufactured for the ESSER II window replacement project at the high school. I am optimistic we will be receiving them in the next couple of weeks. The window industry continues to experience challenges with supply chain issues.
- We are awaiting the delivery and installation of glass to complete the new trophy case project. Once the glass is installed, we hope to partner with the museum to bring our older trophies out of storage and display them.
- I would like to commend Heather Oliverius on her leadership in transitioning our school district to electronic procedures for requisitions, purchase orders, payroll, and leave management. Her leadership in these areas has helped the district become much more efficient.
- I would like to commend Mr. McLaughlin, Mrs. Maag, and the summer school program staff and students on their work planting a raised bed garden and an orchard.

Mission Statement:

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

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.

- We have received our Certificate of Accreditation for 2022-2023 from the Nebraska Department of Education. I have attached the document for your reference.
- The policy committee will be meeting at the end of June to review changes in legislation and to recommend updated policies to comply with new regulations.
- I have reached out to the county attorney for our annual collaboration in regard to attendance, excessive absenteeism, and requirements for reporting suspected law violations.

Communication & Community Relations

The superintendent establishes effective communication with students, parents, staff, and the 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.

- I would like to commend Mrs. Jenny Gier on her work connecting our school and community through social media. Mrs. Gier's efforts allow our school to effectively share the good work of our students and staff with the community. This is only one small part of the work Mrs. Gier does, but it is most appreciated and very impactful.
- I have appreciated the partnership with the City of Bayard on getting trees to help with the continual beautification efforts of our school grounds.
- I would like to commend Dr. Rice for her work engaging the community. Her leadership has provided a significant impact on the development of resources for our school district and our students. Dr. Rice plays a major role in making opportunities available to our students, ranging from fundraising for the greenhouse to securing community support for the Washington, D.C. choir trip. Her dedication to our school is honorable and commendable.

Ethical Leadership

The superintendent promotes the success of every student and staff member by acting with integrity, fairness, and an ethical manner.

- I look forward to the continued success of our students and staff. I have enjoyed working with our community over the past eleven years. We have been able to accomplish much good in the times we have worked together.
- I have appreciated the efforts of the parents of the community. I have enjoyed our partnership and shared commitment to our youth.
- Best wishes to the students, staff, and community for future success.

Leave Log

- During the current term I have used 5 vacation days (7-16-21, 7-30-21, 11-04-21, 11-05-21, and 2-16-22) and 22 $\frac{1}{4}$ sick days (contribution to sick leave bank, 9-8-21 $\frac{3}{4}$, 11-30-21, 1-18-22, 1-19-22, 1-20-22, 1-21-22, 1-26-22, 1-27-22, 1-28-22, 2-9-22 $\frac{1}{2}$, 3-11-22 $\frac{1}{2}$, 3-17-22 $\frac{1}{2}$, 3-22-22 $\frac{1}{2}$, 3-29-22, 3-31-22, 4-1-22, 4-4-22, 4-11-22, 4-28-22 $\frac{1}{2}$, 5-2-22, 5-3-22, 5-4-22, 5-24-22, 6-8-22).

Mission Statement:

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