

# Loup City Public Schools Board of Education

Loup City Central Office  
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Loup City, NE

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[www.loupcitypublicschools.org](http://www.loupcitypublicschools.org)

## Regular Session

Monday, May 13, 2019

7:30 PM

Loup City Public Schools Library Board Room

7:30 PM

1. Call Meeting To Order:
  - A. Pledge of Allegiance
  - B. Announce Open Meetings Act - Posted in Meeting Room
  - C. Publication of Meeting
2. Approval of Agenda:
3. Consent Agenda:
  - A. Reading and Approval of Minutes from April 8, 2019
  - B. Reading and Approval of Minutes from April 29, 2019
  - C. Reading and Approval of Minutes from May 6, 2019
4. Financial Report
5. Hearing of the Audience:
6. Discussion Items:
  - A. NETA Presentation
  - B. First National Markets - Tobin Buchanon
  - C. Facility Report Update - Jacob Sertich
  - D. Alec Bailey to discuss NPPD
  - E. Superintendent Evaluation
7. Action Items:
  - A. Discuss, consider and take all necessary action to approve the staff for the 2019-2020 school year.
  - B. Discuss, consider and take all necessary action to approve second reading of policies in 300's-400's.
  - C. Discuss, consider and take all necessary action to approve the purchase of football uniforms.
  - D. Discuss, consider and take all necessary action to approve summer maintenance
8. Leadership Reports:
  - A. School Board Committee/Training Reports
  - B. Elementary Principal Report
  - C. High School Principal Report
  - D. Superintendent's Report
9. Future Meetings/Reminders:
10. June 10, 2019 Regular Board Meeting
  - June 13-14 NASB School Law Conference
  - July 9, 2019 Regular Board Meeting
- 11.
12. Positives/Celebrations:
13. Executive Session:
14. Adjourn:

Loup City Public Schools Board of  
Education Regular Session  
Monday, April 8, 2019 7:30 PM Central

Loup City Public Schools Library Board Room  
800 North 8th Street  
Loup City, NE 68853-0628

Cindy Ericson: Present  
Scott Friesen: Present  
Tami Heil: Present  
Wayne Klein: Present  
Eric Kowalski: Present  
Janelle Krzycki: Present  
Jamie Lewandowski: Present  
Ron Mroczek: Present  
Lorraine Panowicz: Present  
Present: 9.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting

2. Approval of Agenda:

Motion by Wayne Klein, seconded by Scott Friesen, to approve the agenda as presented..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:  
Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Lorraine  
Panowicz: Yes

Yes: 9, No: 0

3. Consent Agenda:

Motion by Wayne Klein, seconded by Tami Heil, to motion to approval all items on the  
consent agenda.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:  
Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Lorraine  
Panowicz: Yes

Yes: 9, No: 0

3.A. Reading and Approval of Minutes from the Regular Session on March 11, 2019

3.B. Reading and Approval of Minutes from the Work Session on March 25, 2019

3.C. Approve Contract for Elizabeth Curlo for 7-12 Spanish position

3.D. Approve Contract for Gina Doughty, 7-12 Mathematics position

3.E. Approve Resignation for Shelley Parks, 7-12 Mathematics position

#### 4. Financial Report:

Motion by Ron Mroczek, seconded by Tami Heil, to approve with exception of the Ericson Ford bill.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine

Panowicz: Yes

Yes: 9, No: 0

Motion by Scott Friesen, seconded by Jamie Lewandowski, to approve the Ericson Ford bill.. Motion Carried

Cindy Ericson: Abstain (With Conflict), Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek:

Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Abstain (With Conflict): 1

#### 5. Hearing of the Audience:

#### 6. Discussion Items:

##### 6.A. Faculty Report from teh 4th Grade Teachers

Discussion of the normal school day. They shared the activities in their classes with STEM and STEAM. Skype is being used to connect with outside schools to share. They discussed technology and how they are interested changing for the upcoming year.

##### 6.B. Summer Maintenance Projects list

##### 6.C. Discuss, consider and take all necessary action on first reading for policies in the 300's and 400's.

300.01	Role of Administration
301.01	Structure of Management
301.03	Succession of Authority to the Superintendent
301.04	Communication Channels
302.01	Superintendent Qualifications, Recruitment, Appointment
302.02	Superintendent Contract and Contract Nonrenewal
302.04	Superintendent Duties
302.05	Superintendent Evaluation
302.05R1	Superintendent Evaluation Procedure
302.05R2	Superintendent Job Description
302.06	Superintendent Professional Development
302.08	Superintendent Consulting/Outside Employment
303.01	Administrative Positions
303.02	Administrator Qualifications, Recruitment, Appointment
303.03	Administrator Contract and Contract Nonrenewal
303.05	Administrator Duties
303.06	Administrator Evaluation
303.06R1	Administrator Evaluation Procedure
303.07	Administrator Professional Development
303.09	Administrator Consulting/Outside Employment
303.10	Administrator Residency
304.01	Development and Enforcement of Administrative Regulations
304.03	Handbooks and Directives
305	Administrator Code of Ethics
401	Guiding Principles for Employees
402.01	Equal Opportunity Employment
402.02	Employee Orientation
402.03	Employee Conflict of Interest
402.04	Nepotism
402.05	Employee Grievances
402.06	Employee Records
402.07	Transporting of Students by Employees
402.08	Employee Travel Compensation
402.09	Recognition for Service of Employees

402.10	Employee Political Activity
402.11	Credit Cards
402.13	Communications with Employees
402.15	Staff Conduct With Students
402.16	Prohibition on Aiding Sexual Abuse
402.17	Workplace Privacy
405.50	Use of Public Resources by Board Members or Employees
403.01	Release of Credit Information
403.02	Child Abuse Reporting
403.02R1	Child Abuse Reporting Regulation
403.03	Abuse of Students by School District Employees
403.03R1	Abuse by Employees Regulation
403.03E1	Abuse Complaint Form
403.03	E2 Witness Disclosure Form
403.05	Public Complaints about Employees
403.06	Employee Outside Employment
403.07	Employee Use of Social Networks
403.07R1	Guidelines for Employee Use of Social Networks
404.02	Employee Injury on the Job
404.03	Employees' Personal Security and Safety
404.04	Communicable Diseases - Employees
404.04R1	Universal Precautions Regulation
404.04E1	Hepatitis B Vaccine Information and Record
404.05	Hazardous Chemical Disclosure
404.06	Harassment by Employees

#### 6.D. Discuss Facility Plan

Shared the most up to date copy of the Facility plans and discussion about the use of existing space, whether to renovate space or to only look at new construction.

### 7. Action Items:

#### 7.A. Discuss, consider and take all necessary action on Policies beginning with 900 and 1000:

901	Objectives of Buildings and Sites
902	Site Acquisition and Building Construction
902.01	Buildings and Sites Long Range Planning
902.02	Construction Plans and Specifications
902.04	Bids and Awards for Construction Contracts
903	Maintenance, Operation and Management
903.01	Security
903.02	Access to Buildings
904	Disposition of Equipment and Property
904.02	Lease, Sale, or Disposition of School Buildings or Sites
905	Safety Program
905.01	Facilities Inspections
905.02	Annual Emergency Safety Plan
905.02R1	School Safety Plan and Procedure
905.06	Accident Reports
905.07	Safety Drills
905.08	School Closings and Cancellations
905.09	Eye Protective Devices
1002	District Annual Report
1003	Public Examination of District Records
1004	Press, Radio and Television News Media
1004.01	Media Relations
1005	Public Participation in the School District
1005.01	Public Complaints
1005.03	Parental Involvement in the Schools
1005.07	Visitors to School
1005.08	Public Conduct on School Premises
1005.10	Distribution or Posting of Materials
1006	Use of District Facilities and Equipment
1006.01	Community Use of School District Buildings, Sites and Equipment
1006.01R1	Procedures for Community Use
1006.01E1	Facility Use Agreement
1006.01E2	Weight Room Agreement
1006.02	Tobacco-Free Environment
1007	Education Agency Relations

Motion by Scott Friesen, seconded by Tami Heil, to approve.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

7.B. Discuss, consider and take all necessary action for approval of contract and compensation for the Superintendent.

Motion by Tami Heil, seconded by Jamie Lewandowski, to approve contract of Angela Simpson, Superintendent for the 2019-21with compensation of \$120, 000 for the 2019-20 school year.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

7.C. Discuss, consider and take all necessary action in regards to technology plan and purchase for the 2019-2020 school year.

Motion by Tami Heil, seconded by Loraine Panowicz, to move to the mac platform k-12.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

The board considered many different options for technology and chose to pursue the purchase of iPads for the K-12 curriculum.

8. Leadership Reports:

8.A. School Board Committee/Training Reports

8.B. Elementary Principal Report

8.C. High School Principal Report

8.D. Superintendent's Report

9. Future Meetings/Reminders:

April 29, 2019 Board Work Session  
May 1, 2019 Joint Cooperative Board Meeting  
May 13, 2019 Regular Board Meeting  
June 10, 2019 Regular Board Meeting  
July 8, 2019 Regular Board Meeting

10. Positives/Celebrations:

11. Executive Session:

Motion by Cindy Ericson, seconded by Scott Friesen, to to enter into executive session in order to protect the public's interest to discuss personnel at 10:22pm.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

Motion by Loraine Panowicz, seconded by Janelle Krzycki, to to come out of executive session at 10:40pm.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 9, No: 0

No action was taken.

## 12. Adjourn:

Motion by Jamie Lewandowski, seconded by Ron Mroczek, to to adjourn at 10:50pm..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 9, No: 0

The Loup City Board of Education met in regular session at 7:30 PM on Monday, April 29, 2019 with all members present.

Public notice was verified in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at the meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

Call Meeting To Order:

Motion by Wayne Klein, seconded by Ron Mroczek, to approve Scott Friesen's absence as excused.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Pledge of Allegiance

Announce Open Meetings Act - Posted in Meeting Room

Publication of Meeting

Approval of Agenda:

Motion by Wayne Klein, seconded by Loraine Panowicz, to approve the agenda as presented.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Consent Agenda:

Motion by Ron Mroczek, seconded by Jamie Lewandowski, to motion to approval all items on the consent agenda.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Approve Resignation of Trevor Wright, K-12 Physical Education

Approve Contract of Jason Bott, K-12 Physical Education

Hearing of the Audience:

Discussion Items:

Facility Plan and discussion of most current option from Wilkins

Action Items:

Discuss, consider and take all necessary action on the iPad and Macbook purchase from Apple. Motion by Wayne Klein, seconded by Tami Heil, to Approve the purchase Apple \$229, 691.00 and the Jamf license for 7035.00.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Discuss, consider and take all necessary action in surplussing some school property to include the red Taurus, blue Taurus, 1 box trailer, 1 trailer, and the merry-go-around. Property will be advertised in the Sherman County Times two times and closed bids will be due May 22nd.

Motion by Tami Heil, seconded by Janelle Krzycki, to Surplus the items.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Discuss, consider, and take all necessary action on the track refinishing bid.

Motion by Jamie Lewandowski, seconded by Ron Mroczek, to approve the track bid at 49,950.00.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Future Meetings/Reminders:

	Joint Board Meeting with Arcadia
May 13, 2019	Regular Session
June 10, 2019	Regular Session

Positives/Celebrations:

Executive Session:

Adjourn:

Motion by Tami Heil, seconded by Eric Kowalski, to to adjourn at 9:31pm.. Motion Carried

Scott Friesen: Absent, Cindy Ericson: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

Loup City Public Schools Board of  
Education Special Session  
Monday, May 6, 2019 8:00 PM Central

Loup City High School Commons  
800 North 8th Street  
Loup City, NE 68853-0628

Cindy Ericson: Present  
Scott Friesen: Present  
Tami Heil: Present  
Wayne Klein: Present  
Eric Kowalski: Present  
Janelle Krzycki: Absent  
Jamie Lewandowski: Present  
Ron Mroczek: Present  
Loraine Panowicz: Present  
Present: 8, Absent: 1.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting

2. Approval of Agenda:

3. Hearing of the Audience:

4. Discussion Items:

4.A. Handbook Changes

There were discussions of financial procedures, scheduling, officials and making sure the handbook was up to date.

4.B. Year in Review

Participation numbers and records for each school was discussed. Scheduling for next year was discussed as to facilities in use.

4.C. Other Discussion

There were several discussions about financial protocols, fundraising, and areas the cooperative schools could take in the future.

5. Adjourn:

Motion by Cindy Ericson, seconded by Wayne Klein, to to adjourn at 9:40pm.. Motion Carried

Janelle Krzycki: Absent, Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

<b>SCHOOL DISTRICT #1</b>	
April 30, 2019	
Balance Forward	\$955,050.65
Deposits	\$500,774.75
Checks/Debits	\$522,533.60
Transfers from ICS	\$295,000.00
Transfers to ICS	\$140,000.00
Interest	\$12.05
ICS Interest	\$93.69
<b>BOOK BALANCE</b>	<b>\$80,749.14</b>
<b>ICS BALANCE</b>	<b>\$700,356.99</b>
<b>GEN FUND BALANCE</b>	<b>\$781,106.13</b>

<b>DISTRICT C.D.'S</b>	
Unemployment Fund	\$22,015.20
Special Building Fund ***	\$244,654.54
Heritage Bank (Gen Fund)	\$237,329.77
Ashton State Bank (Gen Fund)	\$230,085.01
<b>TOTAL</b>	<b>\$734,084.52</b>

<b>BOND FUND</b>	
April 30, 2019	
Balance forward	\$8,504.43
Deposit	\$0.00
Interest earned	\$1.05
Checks/Debits	\$0.00
<b>FUND BALANCE</b>	<b>\$8,505.48</b>

<b>HOT LUNCH FUND</b>	
April 30, 2019	
Balance forward	\$15,009.36
Deposit	\$23,115.44
Interest earned	\$2.09
Checks/Debits	\$20,090.70
<b>FUND BALANCE</b>	<b>\$18,036.19</b>

<b>REVENUES</b>	
April 30, 2019	
Local Receipts	\$135,404.13
County & ESU Receipts	\$1,466.17
State Receipts	\$80,470.93
Federal Receipts	\$0.00
Misc.	\$1,220.93
Non-Program Receipts	\$0.00
	<b>\$218,562.16</b>

<b>SPECIAL BUILDING FUND</b>	
April 30, 2019	
Balance forward	\$71,942.41
Deposit	\$1,810.34
Interest earned	\$3.09
Checks/Debits	\$0.00
<b>BANK BALANCE</b>	<b>\$25,808.63</b>
ICS Interest earned	\$5.88
<b>ICS BALANCE</b>	<b>\$47,953.06</b>
<b>FUND BALANCE</b>	<b>\$73,761.69</b>

<b>DEPRECIATION FUND</b>	
April 30, 2019	
Balance Forward	\$1,093,734.03
Deposit	\$0.00
Interest earned	\$2.30
ICS Interest	\$132.49
Checks/Debits	\$0.00
<b>BANK BALANCE</b>	<b>\$18,623.11</b>
<b>ICS BALANCE</b>	<b>\$1,075,245.71</b>
<b>FUND BALANCE</b>	<b>\$1,093,868.82</b>

<b>HAZARDOUS MATERIAL/ADA FUND</b>	
April 30, 2019	
Balance forward	\$8,665.76
Deposit	\$0.00
Interest earned	\$1.07
Checks/Debits	\$0.00
<b>FUND BALANCE</b>	<b>\$8,666.83</b>

<b>UNEMPLOYMENT FUND</b>	
April 30, 2019	
Balance forward	\$109,459.47
<hr/>	
Deposit	\$0.00
Interest earned	\$0.40
ICS Interest earned	\$13.06
<hr/>	
Checks/Debits	\$0.00
<b>BANK BALANCE</b>	<b>\$3,243.25</b>
<hr/>	
<b>ICS BALANCE</b>	<b>\$1,062,265.68</b>
<b>FUND BALANCE</b>	<b>\$1,065,508.93</b>

<b>ARCADIA/LOUP CITY ACT. CO-OP</b>	
April 30, 2019	
Balance forward	\$4,613.76
<hr/>	
Deposit	\$3,075.00
Interest earned	\$0.66
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Checks/Debits	\$2,050.00
<b>BANK BALANCE</b>	<b>\$5,639.42</b>

<b>ACTIVITY FUND BALANCES</b>	
April 30, 2019	
General	\$2,311.13
Red Raider Drama	\$5,308.42
Red Raider Speech	(\$1,514.22)
District Events	\$3,501.28
Cross Country	\$1,313.54
Girls Basketball	\$742.03
Track	\$852.11
Volleyball	\$212.86
FFA	\$21,207.25
Cheerleaders	(\$163.37)
Dance Team	\$3.39
Band Fundraiser/Resale	\$2,573.08
Annual Staff	\$4,125.87
Student Council	\$6,206.16
FCCLA	\$4,528.16
Special Projects	\$5,626.50
Class of 2019	\$1,728.67
Class of 2020	\$1,426.62
Class of 2021	\$34.76
Class of 2022	\$1,409.90
Class of 2023	\$39.00
Class of 2024	\$63.00
FCA	\$2,045.28
Scholarship Fund	\$4,153.00
Damage Deposit	\$12,964.88

<b>125 CAFETERIA PLAN</b>	
April 30, 2019	
Balance forward	\$18,388.71
Deposit	\$3,690.11
Interest	\$ 2.44
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Claims	\$1,855.14
<b>BOOK BALANCE</b>	<b>\$20,226.12</b>

<b>ACTIVITY FUND ACCOUNT</b>	
April 30, 2019	
Balance forward	\$83,110.73
Deposit	\$20,510.63
Interest earned	\$2.26
<hr/>	
Checks/Debits	\$20,512.89
<b>BANK BALANCE</b>	<b>\$28,043.03</b>
ICS Interest earned	7.86
<b>ICS BALANCE</b>	<b>\$63,887.55</b>
<b>FUND BALANCE</b>	<b>\$91,930.58</b>

<b>OUTSTANDING CHECK AMOUNTS</b>	
General Fund	\$197.22
Activity Fund	\$1,890.50
Co-Op Fund	\$1,352.00
125 Plan Fund	\$2,059.69
Lunch Fund	\$0.00
Unemployment Fund	\$0.00

<b>CO-OP EXPENDITURES</b>	
April 30, 2019	
General	\$0.00
Basketball	\$0.00
Cross Country	\$0.00
Football	\$0.00
Golf	\$595.00
Track	\$2,440.00
Volleyball	\$0.00
Wrestling	\$0.00
<b>Total</b>	<b>\$3,035.00</b>
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<b>CO-OP REVENUES</b>	
General	\$0.00
Basketball	\$0.00
Cross Country	\$0.00
Football	\$0.00
Golf	\$360.00
Track	\$2,715.00
Volleyball	\$0.00
Wrestling	\$0.00
	<b>\$3,075.00</b>

LOUP CITY GATE VOLLEYBALL	DATE	RECEIPTS	ARCADIA GATE VOLLEYBALL	DATE	RECEIPTS
VB vs Kenesaw/Amherst	08/30/18	\$655.00	VB vs Central City	10/02/18	\$450.00
VB vs Ravenna/St Paul	09/04/18	\$555.00	VB vs Jr Rebel Tourn	10/15/18	\$156.00
JH VB vs St Paul	09/10/18	\$180.00	VB vs SEM/Twin Loup	10/16/18	\$490.00
JH VB vs Ravenna	10/08/18	\$180.00			
VB ALC Rebel	10/20/18	\$1,255.00			
		<b>\$2,825.00</b>			<b>\$1,096.00</b>

LOUP CITY GATE FOOTBALL	DATE	RECEIPTS	ARCADIA GATE FOOTBALL	DATE	RECEIPTS
JV FB	8/27/2018	\$ 201.00	Var FB vs North Central	09/07/18	\$ 1,699.00
Var FB vs Shelton	8/30/2018	\$ 925.00	JH/JV FB	10/01/18	\$ 229.00
JV FB	9/10/2018	\$ 200.50	Var FB vs Burwell	10/05/18	\$ 1,265.00
Var FB vs Elm Creek	10/19/18	\$ 1,155.00	JH/JV FB	10/15/18	\$ 60.00
Var FB Playoffs	10/25/18	\$ 2,359.00	Var FB Playoffs	11/06/18	\$ 1,533.13
		<b>\$4,840.50</b>			<b>\$4,786.13</b>

LOUP CITY GATE WRESTLING	DATE	RECEIPTS	ARCADIA GATE WRESTLING	DATE	RECEIPTS
WR Rebel Duals	02/01/19	\$995.00	WR vs Broken Bow/Wood River	11/29/18	\$395.00
		<b>\$995.00</b>			<b>\$395.00</b>

LOUP CITY GATE BASKETBALL	DATE	RECEIPTS	ARCADIA GATE BASKETBALL	DATE	RECEIPTS
JH GBB vs Wood River	11/05/18	\$106.00	JH GBB vs Centura	12/3/2018	\$122.00
JH GBB vs Ravenna	11/19/18	\$136.00	BB vs Anselmo-Merna	12/04/18	\$775.00
BB vs Pleasanton	11/30/18	\$930.00	BB vs Central Valley	12/08/18	\$660.00
BB vs Gibbon	12/07/18	\$830.00	BB vs Riverside	01/10/19	\$700.00
BB vs Wood River	01/03/19	\$1,110.00	BB vs Doniphan-Trumbull	01/22/19	\$250.00
BB vs Burwell	01/25/19	\$930.00	JH BBB vs St Paul	02/04/19	\$302.00
JH BBB vs Centura	01/29/19	\$142.25	JH BBB vs Gibbon	02/18/19	\$184.00
BB vs Centura	02/08/19	\$1,298.00			
		<b>\$5,482.25</b>			<b>\$2,993.00</b>

LOUP CITY TRACK	DATE	RECEIPTS			
ALC Rebel Invite		\$2,715.00			
		<b>\$2,715.00</b>			

<b>LOUP CITY RECEIPTS</b>		<b>\$16,857.75</b>	<b>ARCADIA RECEIPTS</b>		<b>\$9,270.13</b>
<b>OTHER RECEIPTS</b>					
<b>LOUP CITY RECEIPTS</b>		<b>\$16,857.75</b>			
<b>ARCADIA RECEIPTS</b>		<b>\$9,270.13</b>			
<b>Total Receipts</b>		<b>\$26,127.88</b>			

GENERAL FUND CASH BALANCES													Total
Fiscal Yr	Sept	Oct	Nov	Dec	Jan	Febr	March	April	May	June	July	Aug	Expenses
2001-2002	\$ 980,945	\$ 833,240	\$ 742,859	\$ 545,956	\$ 691,602	\$ 679,107	\$ 621,195	\$ 575,355	\$ 718,019	\$ 820,979	\$ 706,025	\$ 479,183	
Plus CD	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
2002-2003	\$ 545,911	\$ 563,884	\$ 448,439	\$ 352,339	\$ 479,299	\$ 360,136	\$ 281,426	\$ 257,820	\$ 602,216	\$ 772,257	\$ 566,892	\$ 395,794	
Plus CD	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 351,589	\$ 351,589	\$ 351,589	\$ 354,502	\$ 354,502	\$ 354,502	\$ 357,473	\$ 357,473	
2003-2004	\$ 533,381	\$ 573,170	\$ 488,206	\$ 407,626	\$ 536,274	\$ 513,019	\$ 442,918	\$ 416,676	\$ 600,679	\$ 808,377	\$ 600,753	\$ 418,277	
Plus CD	\$ 357,453	\$ 360,502	\$ 360,502	\$ 360,502	\$ 360,000	\$ 360,000	\$ 360,000	\$ 362,484	\$ 362,484	\$ 362,484	\$ 364,985	\$ 364,985	
2004-2005	\$ 559,941	\$ 581,905	\$ 454,653	\$ 332,935	\$ 541,119	\$ 537,681	\$ 487,451	\$ 400,538	\$ 640,454	\$ 922,972	\$ 729,648	\$ 517,213	
Plus CD	\$ 364,985	\$ 367,532	\$ 367,532	\$ 367,532	\$ 370,096	\$ 370,096	\$ 370,096	\$ 372,728	\$ 372,728	\$ 372,728	\$ 375,408	\$ 375,408	
2005-2006	\$ 701,556	\$ 796,317	\$ 655,791	\$ 577,058	\$ 766,125	\$ 929,724	\$ 763,014	\$ 746,749	\$ 1,038,599	\$ 1,295,911	\$ 1,100,637	\$ 865,562	
Plus CD	\$ 375,408	\$ 378,137	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 379,398	\$ 379,398	\$ 379,398	\$ 383,997	
2006-2007	\$ 1,142,157	\$ 1,181,735	\$ 1,063,519	\$ 975,139	\$ 1,192,464	\$ 1,216,567	\$ 1,157,045	\$ 1,161,064	\$ 1,542,152	\$ 1,588,931	\$ 1,345,802	\$ 1,031,272	
Plus CD	\$ 383,997	\$ 383,997	\$ 383,997	\$ 383,997	\$ 388,651	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	
Expenses	\$ 310,771	\$ 297,291	\$ 290,390	\$ 273,100	\$ 284,478	\$ 315,789	\$ 279,669	\$ 283,657	\$ 285,241	\$ 375,136	\$ 343,332	\$ 363,034	\$ 3,701,888
2007-2008	\$ 1,469,095	\$ 1,479,054	\$ 1,307,579	\$ 1,130,023	\$ 1,351,958	\$ 1,349,039	\$ 1,310,676	\$ 1,320,914	\$ 1,797,221	\$ 1,912,967	\$ 1,619,689	\$ 1,378,697	
Plus CD	\$ 386,806	\$ 386,806	\$ 386,806	\$ 404,087	\$ 404,087	\$ 409,247	\$ 409,247	\$ 409,247	\$ 413,051	\$ 413,051	\$ 413,051	\$ 416,976	
Expenses	\$ 21,197	\$ 334,904	\$ 331,534	\$ 421,426	\$ 305,008	\$ 318,616	\$ 304,337	\$ 285,584	\$ 317,181	\$ 305,956	\$ 352,538	\$ 460,354	\$ 3,758,635
2008-2009	\$ 1,700,680	\$ 1,701,730	\$ 1,496,859	\$ 1,319,449	\$ 1,538,228	\$ 1,508,264	\$ 1,503,582	\$ 1,499,326	\$ 1,925,531	\$ 1,459,444	\$ 1,644,707	\$ 1,388,997	
Plus CD	\$ 416,976	\$ 416,976	\$ 420,938	\$ 420,938	\$ 420,938	\$ 406,726	\$ 406,726	\$ 406,726	\$ 408,708	\$ 408,708	\$ 410,776	\$ 410,776	
Expenses	\$ 293,019	\$ 326,435	\$ 341,359	\$ 435,072	\$ 295,236	\$ 351,376	\$ 296,111	\$ 321,628	\$ 388,171	\$ 395,673	\$ 405,244	\$ 401,162	\$ 4,250,486
2009-2010	\$ 1,754,013	\$ 1,747,246	\$ 1,697,631	\$ 1,305,774	\$ 1,490,513	\$ 1,478,221	\$ 1,530,462	\$ 1,424,395	\$ 1,880,046	\$ 1,994,060	\$ 1,626,015	\$ 1,449,592	
Plus CD	\$ 410,776	\$ 413,844	\$ 413,844	\$ 413,844	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 424,375	
Expenses	\$ 317,379	\$ 302,586	\$ 320,595	\$ 541,506	\$ 308,138	\$ 325,588	\$ 295,470	\$ 340,678	\$ 338,703	\$ 373,759	\$ 437,048	\$ 409,715	\$ 4,311,165
2010-2011	\$ 1,925,595	\$ 1,907,077	\$ 1,764,393	\$ 1,383,401	\$ 1,612,486	\$ 1,511,466	\$ 1,441,274	\$ 1,356,149	\$ 1,867,725	\$ 2,022,803	\$ 1,572,012	\$ 1,319,422	
Plus CD	\$ 424,375	\$ 424,375	\$ 424,375	\$ 675,219	\$ 675,370	\$ 675,370	\$ 675,370	\$ 676,506	\$ 676,737	\$ 676,912	\$ 676,913	\$ 677,250	
Expenses	\$ 292,158	\$ 319,046	\$ 330,249	\$ 505,924	\$ 296,862	\$ 336,280	\$ 288,544	\$ 306,224	\$ 316,341	\$ 317,459	\$ 543,081	\$ 356,160	\$ 4,208,328
2011-2012	\$ 1,801,121	\$ 1,712,817	\$ 1,485,675	\$ 1,245,783	\$ 1,479,802	\$ 1,342,788	\$ 1,308,418	\$ 1,226,224	\$ 1,931,669	\$ 1,892,289	\$ 1,612,431	\$ 1,258,166	
Plus CD	\$ 677,573	\$ 677,987	\$ 678,027	\$ 678,346	\$ 685,033	\$ 685,072	\$ 685,392	\$ 685,392	\$ 685,392	\$ 685,666	\$ 685,666	\$ 685,745	
Expenses	\$ 293,934	\$ 329,502	\$ 338,817	\$ 307,585	\$ 301,474	\$ 330,127	\$ 307,337	\$ 304,231	\$ 333,400	\$ 301,289	\$ 353,526	\$ 429,558	\$ 3,930,780
2012-2013	\$ 1,629,850	\$ 1,533,135	\$ 1,273,631	\$ 1,021,997	\$ 1,283,725	\$ 1,242,811	\$ 1,122,472	\$ 990,393	\$ 1,742,143	\$ 1,642,321	\$ 1,395,802	\$ 1,077,393	
Plus CD	\$ 685,956	\$ 686,111	\$ 686,305	\$ 693,283	\$ 693,394	\$ 693,433	\$ 693,703	\$ 693,811	\$ 693,851	\$ 694,035	\$ 694,147	\$ 694,173	
Expenses	\$ 364,651	\$ 312,806	\$ 357,447	\$ 316,896	\$ 311,278	\$ 351,575	\$ 304,595	\$ 318,366	\$ 347,522	\$ 331,112	\$ 310,860	\$ 422,581	\$ 4,049,689
2013-2014	\$ 1,355,253	\$ 1,369,694	\$ 1,138,374	\$ 856,245	\$ 1,321,912	\$ 1,254,969	\$ 1,095,231	\$ 976,127	\$ 1,828,665	\$ 1,792,040	\$ 1,332,761	\$ 1,065,954	
Plus CD	\$ 694,357	\$ 694,470	\$ 694,496	\$ 694,678	\$ 697,690	\$ 697,803	\$ 698,190	\$ 698,300	\$ 698,326	\$ 698,326	\$ 698,624	\$ 698,651	
Expenses	\$ 338,061	\$ 368,320	\$ 378,043	\$ 359,700	\$ 324,829	\$ 395,693	\$ 339,386	\$ 348,568	\$ 405,392	\$ 340,256	\$ 533,390	\$ 502,581	\$ 4,634,219
2014-2015	\$ 1,364,556	\$ 1,239,785	\$ 919,629	\$ 707,772	\$ 1,335,983	\$ 1,295,784	\$ 1,151,608	\$ 1,058,163	\$ 1,949,166	\$ 2,001,015	\$ 1,670,285	\$ 1,036,141	
Plus CD	\$ 698,836	\$ 699,063	\$ 699,089	\$ 699,233	\$ 699,376	\$ 705,665	\$ 709,152	\$ 709,152	\$ 709,487	\$ 709,706	\$ -	\$ -	
Expenses	\$ 400,814	\$ 394,980	\$ 410,603	\$ 353,452	\$ 329,806	\$ 331,789	\$ 327,431	\$ 422,530	\$ 318,473	\$ 404,418	\$ 406,471	\$ 752,605	\$ 4,853,371
2015-2016	\$ 2,095,173	\$ 1,718,132	\$ 1,398,182	\$ 1,193,489	\$ 1,848,673	\$ 1,796,587	\$ 1,483,017	\$ 1,349,108	\$ 2,054,428	\$ 2,248,052	\$ 2,051,026	\$ 1,413,002	
Plus CD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 713,871	\$ 714,668	\$ 714,678	\$ 715,701	
Expenses	\$ 246,498	\$ 534,001	\$ 408,476	\$ 276,372	\$ 384,546	\$ 379,233	\$ 432,812	\$ 334,362	\$ 446,915	\$ 340,685	\$ 343,051	\$ 767,143	\$ 4,894,093
2016-2017	\$ 2,084,753	\$ 1,920,551	\$ 1,766,038	\$ 1,481,401	\$ 1,923,234	\$ 1,968,081	\$ 1,574,272	\$ 1,504,905	\$ 2,338,706	\$ 2,616,716	\$ 2,264,209	\$ 1,659,601	
Plus CD	\$ 716,015	\$ 716,102	\$ 717,041	\$ 717,406	\$ 717,406	\$ 718,469	\$ 718,831	\$ 718,831	\$ 720,054	\$ 720,550	\$ 720,550	\$ 721,766	
Expenses	\$ 432,368	\$ 421,004	\$ 414,565	\$ 452,633	\$ 310,779	\$ 379,364	\$ 525,627	\$ 369,256	\$ 407,070	\$ 357,651	\$ 391,874	\$ 730,929	\$ 5,193,120
2017-2018	\$ 2,460,872	\$ 2,213,324	\$ 1,846,896	\$ 1,592,280	\$ 1,969,218	\$ 1,882,980	\$ 1,636,657	\$ 1,476,874	\$ 2,487,165	\$ 2,074,554	\$ 1,696,856	\$ 1,364,550	
Plus CD	\$ 722,348	\$ 722,348	\$ 723,444	\$ 724,095	\$ 724,095	\$ 725,193	\$ 725,832	\$ 725,832	\$ 727,041	\$ 727,687	\$ 727,688	\$ 728,406	
Expenses	\$ 437,930	\$ 491,307	\$ 476,100	\$ 393,370	\$ 360,640	\$ 446,364	\$ 398,353	\$ 389,432	\$ 452,782	\$ 626,977	\$ 485,836	\$ 610,315	\$ 5,569,405
2018-19	\$ 1,715,718	\$ 781,106	\$ 1,200,716	\$ 936,494	\$ 1,214,770	\$ 957,155	\$ 955,051	\$ 781,106					
Plus CD	\$ 464,899	\$ 464,899	\$ 465,619	\$ 466,155	\$ 466,155	\$ 467,415	\$ 467,415	\$ 467,415					
Expenses	\$ 393,532	\$ 410,814	\$ 477,952	\$ 379,207	\$ 394,366	\$ 468,432	\$ 375,493	\$ 380,032					\$ 3,279,828

**General Fund Expenditure Report: Through April (66.67% of the way through the year)**

<b>EXPENDITURES:</b>	<b>Expenses 2014-15</b>	<b>Expenses 2015-16</b>	<b>Expenses 2017-18</b>	<b>Budget for 2018-19</b>	<b>YTD Expenses 2018-19</b>	<b>YTD % of Budget</b>
Elementary Instruction	\$1,789,044.00	\$1,968,532.03	\$2,027,338.64	\$2,357,500.00	\$1,400,222.39	59.39%
Other Instruction (Tech/Poverty)	\$393,894.00	\$198,223.51	\$222,637.20	\$345,350.00	\$146,721.60	42.48%
Special Education Instruction	\$413,893.00	\$465,574.55	\$388,565.08	\$658,339.32	\$381,747.10	57.99%
Student Services (Nurse/Guidance/Lib)	\$148,601.00	\$191,659.28	\$199,286.13	\$233,383.25	\$88,862.37	38.08%
Staff Services (Professional Development)	\$17,727.00	\$11,044.32	\$11,740.61	\$22,000.00	\$7,063.20	32.11%
Board of Education	\$23,958.00	\$102,800.77	\$84,036.90	\$97,411.00	\$92,207.15	94.66%
School Administration - Superintendent	\$247,618.00	\$158,680.92	\$163,068.39	\$164,100.00	\$105,524.20	64.30%
School Administration - Principal	\$203,104.00	\$174,867.88	\$190,841.09	\$317,250.00	\$202,982.81	63.98%
Business Services	\$14,570.00	\$84,465.15	\$101,522.07	\$72,200.00	\$39,594.38	54.84%
Safety & Security				\$5,000.00	\$5,984.25	119.69%
Custodial	\$434,990.00	\$508,957.18	\$547,497.91	\$834,140.00	\$453,509.27	54.37%
Transportation	\$217,940.00	\$205,252.02	\$262,251.55	\$221,500.00	\$169,106.95	76.35%
Transportation - Special Education				\$70,400.00	\$20.27	0.03%
State Grants (HAL/Distance/Sixpence)	\$280,073.00	\$236,100.93	\$238,153.42	\$255,500.00	\$111,602.55	43.68%
Federal Grants (Title I/IDEA/REAP)	\$243,508.00	\$168,748.20	\$235,577.85	\$244,130.37	\$104,455.46	42.79%
Other (Transfers)	\$265,000.00	\$340,000.00	\$345,000.00	\$210,000.00	\$10,000.00	4.76%
Summer School	\$0.00	\$0.00	\$9,184.53	\$11,980.00	\$0.00	0.00%
Non-Program Expenditures	\$28,902.00	\$0.00	\$0.00			N/A
Unused Budget Authority	\$0.00	\$0.00	\$0.00	\$834,000.00	\$0.00	0.00%
<b>TOTAL EXPENDITURES:</b>	<b>\$4,722,822.00</b>	<b>\$4,814,906.74</b>	<b>\$5,026,701.37</b>	<b>\$6,954,183.94</b>	<b>\$3,319,603.95</b>	<b>47.74%</b>







<b>September, 2017</b>	
<b>Current</b>	
<b>Balance</b>	<b>Interest</b>
\$ 2,460,872.29	\$ 224.54
\$ 26,951.83	\$ 2.92
\$ 111,027.05	\$ 13.69
\$ 8,646.31	\$ 1.07
\$ 1,032,769.33	\$ 127.29
\$ 12,487.22	\$ 1.52
\$ 57,844.84	\$ 7.12
\$ 114,754.90	\$ 15.27
\$ 17,242.39	\$ 1.99
\$ 4,934.59	\$ 0.33

**Tax Receipts**

Month		2019	2018	2017	2016
January	General				
	Building				
February	General				
	Building				
March	General				
	Building				
April	General				
	Building				
May	General				
	Building				
June	General				
	Building				
July	General				
	Building				
August	General				
	Building				
September	General				
	Building				
October	General				
	Building				
November	General				
	Building				
December	General				
	Building				
Total	General				
	Building				

**MAY 2019 BOARD BILLS**

<b><u>VENDOR NAME</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>INVOICE AMT\$</u></b>
ACELLUS LEARNING SERVICES	ACELLUS LICENSE (2018-19)	\$1,200.00
ADVANCE EDUCATION, INC.	IMPROVEMENT NETWORK FEE 7/1/19--6/30/20	\$1,200.00
ALMQUIST MALTZAHN GALLOWAY & LUTH	125 PLAN ADMIN	\$167.00
AMAZON	SUPPLIES/LIBR BOOKS	\$887.98
APPLE INC	KUSZAK MACBOOK	\$1,767.00
AMN SPEECH/HEARING ASSOC	INTERVENTION TARGETS WEBINAR	\$79.00
BARCO PRODUCTS	TRASH RECEPTACLES	\$1,848.64
BLACK HILLS ENERGY	SERVICE	\$5,735.58
BOCHART HEATING COOLING	CUSTODIAL SUPPLIES	\$540.00
CENTER FOR PSYCH SVCS	MILEAGE	\$202.74
	PRESCHOOL 3RD QTR	\$19,984.20
CNCAP		
	SIXPENGE 3RD QTR	\$34,349.33
CENTURY LINK	SERVICE	\$421.45
CHEMSEARCH	CUSTODIAL SUPPLIES	\$558.75
CHRAMOSTA, RAYCHEL	REIMB--NETA CONF MEALS	\$34.67
CITY OF LOUP CITY	SERVICE	\$389.02
CORPORATE PAYMENT SYSTEMS	SUPPLIES/TRAVEL/FUEL	\$4,823.33
CULLIGAN	SALT	\$488.00
DAS STATE ACCOUNTING	SERVICE	\$229.49
DIVERSIFIED DRUG TESTING	BUS DRIVER TESTING	\$260.00
DOLLAR GENERAL	NURSE SUPPLIES	\$28.00
ESU#10	SERVICE	\$11,765.37
EDUCATIONAL SERVICE UNIT 9	GREAT PLAINS SUMMIT WRKSHOP	\$627.00
ERICSON FORD, INC.	SERVICE/REPAIRS	\$334.64
FATHER FLANAGAN'S BOYS HOME	ADMIN INTERVENTION WRKSHOP	\$425.00
HARRIS SCHOOL SOLUTIONS	NE CENSUS	\$551.25
JOE'S	SUPPLIES	\$105.30
JOURNEYED.COM INC.	MICROSOFT LICENSE	\$2,589.66
KUSZAK HARDWARE & VARIETY	SUPPLIES	\$817.19
LOUP CITY AUTO PARTS	MAINT SUPPLIES	\$116.59
LOUP CITY LUMBER	SHOP CLASS/CUSTODIAL SUPPLIES	\$617.45
LOUP CITY PROPANE	GREENHOUSE PROPANE	\$228.05
MCI	SERVICE	\$60.67
MENARD'S	SHOP CLASS SUPPLIES	\$311.77
NE COUNCIL OF SCHOOL ADMIN.	SUPT NASBO ST CONVENT	\$160.00
NEBR. ASSN SCHOOL BOARD ALICAP	BRD SCHOOL LAW WRKSHOP	\$270.00
NEBRASKA GLASS COMPANY	WINDSHIELD REPAIR	\$74.90
NEBRASKA LINK	ETHERNET	\$131.12
NPPD	SERVICE	\$3,911.17
NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	\$100.00
NELIGH OAKDALE PUBLIC SCHOOL	HONOR BAND FEES	\$330.00

ONE SOURCE	BACKGROUND CHECK	\$15.00
PAPER101	COLOR COPY PAPER	\$1,857.08
PRESTO-X COMPANY	SERVICE	\$127.00
PRO-ED, INC.	ELEM SPED SUPPLIES	\$267.30
QUILL CORPORATION	SUPPLIES	\$318.34
RASMUSSEN MECHANICAL SERVICES	MAINT AGREEMENT	\$1,961.32
RAVENNA MEDICAL CLINIC	ELEM GYM UNIT REPAIR	\$502.50
SHERMAN COUNTY TIMES	BUS DRIVER TESTING	\$175.00
STADIUM SPORTS	ADVERTISING	\$31.94
SUPPLYWORKS	STAFF APPRECIATION T-SHIRTS	\$599.00
THIEL'S TIRE	CUSTODIAL SUPPLIES	\$473.98
T-N-Z WELDING	SERVICE	\$50.00
TROTTER SERVICE	LABOR ON DUMPSTERS/BLADE BITS	\$88.00
TROXELL COMMUNICATIONS	FUEL	\$3,333.69
VAN DIEST SUPPLY COMPANY	BAND SUPPLIES	\$4.00
VERIZON WIRELESS	FERTILIZER	\$840.80
WARD'S SCIENCE	SERVICE	\$60.05
WELLS FARGO VENDOR FIN SERV	SCIENCE SUPPLIES	\$23.32
WHITE WAY GARAGE	COPIER LEASE	\$722.05
WHOA AND GO	SERVICE/REPAIRS	\$334.64
WILKINS ARCHITECTURE DESIGN	FUEL	\$984.85
<b>TOTAL</b>	FACILITIES STUDY MILEAGE AND MEALS	\$1,321.73
<b>PAYROLL</b>		<u>\$112,812.90</u>
		<u>\$318,499.09</u>
		<u>\$431,311.99</u>
<b>LUNCH PAYROLL</b>		<b>\$11,320.83</b>

<b><u>Certified Staff</u></b>	<b><u>Paraprofessionals</u></b>	<b><u>Food Service</u></b>
Augustyn, Candice	Kowalski, Rachelle	Lonowski, Karen
Augustyn, Elizabeth	Peters, Dawn	Morrow, Emily
Badura, Cami	Sekutera, Mariah	Sekutera, Bonnie
Bott, Jason	Skibinski, Mary	
Brandt, Shelby	Smedra, Deb	<b><u>Maintenance Staff</u></b>
Chramosta, Raychel	Steinacher, Krystal	Horner, Joday
Curlo, Elizabeth		Kosmicki, Kristy
Doughty, Gina	<b><u>Business Manager</u></b>	Kuligowski, Denise
Francisco, Amber	Makenzi Woollen	Kuligowski, Tom
Gappa, Lindsay		Miska, Doug
Glinsmann, Cathy	<b><u>Administrative Assistants</u></b>	
Gray, Hallie	Mendyk, Donna	<b><u>Transportation Staff</u></b>
Gregory, Brenda	Placzek, Cathy	Eggleston, Irma
Groteluschen, Deb		Harrington, Kirk
Gydesen, Jennifer	<b><u>School Nurse</u></b>	Jarzynka, Carol
Harrington, Cale	Eurek, Lori	Kuszek, Sam
Harrington, Lisa		Morrow, Kerri
Henry, Kim	<b><u>Technology</u></b>	
Henry, Paul	Kuszek, Janet	
Hostetler, Amy		
Jonak, Amelia		
Kapustka, Anthony		
Kapustka, Melissa		
Knaub, Kyle		
Krieger, MaKenzie		
Krolikowski, Heidi		
Lafferty, Lynette		
Miller, Deb		
Obermiller, Jason		
Peters, Jan		
Sundermeier-Norseen, Sarah		
VanSlyke, Dusti		
Walters, Teresa		

## LOUP CITY BOARD POLICY MANUAL

### Section 400 Personnel

- 401            Guiding Principles for Employees
- 402            Employees and Internal Relations**
- 402.01        Equal Opportunity Employment
- 402.02        Employee Orientation
- 402.03        Employee Conflict of Interest
- 402.04        Nepotism
- 402.05        Employee Grievances
- 402.06        Employee Records
- 402.07        Transporting of Students by Employees
- 402.08        Employee Travel Compensation
- 402.09        Recognition for Service of Employees
- 402.10        Employee Political Activity
- 402.11        Credit Cards
- 402.13        Communications with Employees
- 402.15        Staff Conduct With Students
- 402.16        Prohibition on Aiding Sexual Abuse
- 402.17        Workplace Privacy
- 405.50        Use of Public Resources by Board Members or Employees
- 403            Employees and Outside Relations**
- 403.01        Release of Credit Information
- 403.02        Child Abuse Reporting
- 403.02R1      Child Abuse Reporting Regulation
- 403.03        Abuse of Students by School District Employees
- 403.03R1      Abuse by Employees Regulation
- 403.03E1      Abuse Complaint Form
- 403.03E2      Witness Disclosure Form
- 403.05        Public Complaints about Employees
- 403.06        Employee Outside Employment
- 403.07        Employee Use of Social Networks
- 403.07R1      Guidelines for Employee Use of Social Networks
- 404            Employee Health and Well-Being**
- 404.02        Employee Injury on the Job
- 404.03        Employees' Personal Security and Safety
- 404.04        Communicable Diseases – Employees
- 404.04R1      Universal Precautions Regulation
- 404.04E1      Hepatitis B Vaccine Information and Record
- 404.05        Hazardous Chemical Disclosure
- 404.06        Harassment by Employees

- 404.06R1 Employee Harassment Investigation
- 404.06E1 Harassment Complaint Form
- 404.06E2 Harassment Witness Form
- 404.07 Substance-Free Workplace
- 404.07R1 Substance-Free Workplace Regulation
- 404.07E1 Substance-Free Workplace Notice to Employees
- 404.08 Drug and Alcohol Testing Program
- 404.08R1 Drug and Alcohol Testing Appendix 1
- 404.10 Disclosure and Protection of Employee Health Information
- 404.10R1 Procedure for Disclosure of Employee Health Information
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- 415.07           Support Staff Military Service Leave

## ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a certificated employee, support staff, substitute or administrator. Board policies relating to certificated employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Support staff policies included in this series shall apply to positions that do not fall within the definition of certificated employee.

## EQUAL EMPLOYMENT OPPORTUNITY

The Loup City School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually. The board shall appoint an employee to serve as non-discrimination compliance coordinator.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the district will not discriminate in any aspect of employment with regard to race, color, religion, national or ethnic origin, sex, disability, age, marital status, genetic background, veteran status, pregnancy, or childbirth or related medical condition. In keeping with the law, the board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Loup City School District is an equal employment opportunity (EEO) employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, shall be directed to the Compliance Coordinator by writing to the Compliance Coordinator, Loup City School District, Loup City, Nebraska 68853; or by telephoning (308) 745-0548.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 28-0599, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Approved 06/11/2012 Reviewed 04/10/2017 Revised 11/09/2015



## EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees are required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Employees involved in child care, custody or control responsibilities shall be given instruction in the handling of emergency situations which might arise in the course of the employee's work. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the business manager. The supervisor may wish to review the staff handbook as part of the orientation process.

The orientation should give information and general directions in regard to the following:

1. The names of fellow teachers, the office clerk, cafeteria personnel, custodians and other special staff personnel who will come to the building.
2. Location and use of physical facilities of building: Classrooms, cafeteria, library, teachers' lounge, and lavatories.
3. Teaching materials: Courses of study, guidebooks, textbooks, and supplementary materials for grade or subject.
4. Method of ordering books and supplies, securing audiovisual equipment, methods of getting material duplicated, disposing of lost and found articles.
5. Schedule and meaning of all bell signals.
6. Regulations for pupils in building and on school grounds; uses of entrances, exists, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
7. Directions regarding building meetings, in-service training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teachers' absence, attendance dismissal, excuse of pupils from school, etc.
8. The goals and aspirations of our schools.
9. School system policies and regulations.

Legal Reference:                      Nebraska Statute 79-802

Cross Reference:                      401     Guiding Principles for Employees  
    405     Employee Conduct and Appearance  
    407     Certificated Employee Compensation and Benefits  
    413     Support Staff Compensation and Benefits

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee or employee's spouse without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may require the employee to immediately cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: NDE Rule 27.004.03F

Cross Reference: 202.02 Board Member Conflict of Interest  
403.04 Gifts to Employees  
403.06 Employee Outside Employment



## FORMAL GRIEVANCE PROCEDURE

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

If a formal grievance procedure is contained in the negotiated contract between the employee's certified bargaining unit and the board, this policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

### Complaints by Employees, which fall outside the grievance policy

1. All complaints should be handled at the lowest level possible – including those brought by classified or certified staff members.
2. Complaints, which fall under the Board Regulation dealing with official grievances, will be handled according to the Negotiated Agreement.
3. Issues not subject to the grievance policy will be handled according to the following guidelines:
  - A. Complaints originated by classified and certified staff member will be directed in writing to the supervisor of the person making a complaint.
  - B. The supervisor will conduct an investigation and make an attempt to resolve the issue.
  - C. In the event that the supervisor cannot resolve the complaint to the satisfaction of the person making the complaint, the person making the complaint may appeal the decision to the superintendent.
  - D. The superintendent will conduct an investigation and make an attempt to resolve the complaint.
  - E. In the event that the complaint cannot be resolved in this manner, the superintendent may elect to refer the matter to the board for final resolution. It will be the responsibility of the superintendent to determine if, and how a complaint is taken to the board for final review and resolution.

The board, consistent with its board policy-making role, will deal with complaints concerning specific school programs or procedures only after the usual channels, utilizing the chain-of-command have been exhausted.

When a complaint requiring specific attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, any complainant wishing to appeal to the board shall appeal in writing. Such complaints will be directed to the superintendent, who will follow appropriate Board policy in directing the written complaint to the board.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

However the board will only directly consider appeals dealing with policies, procedures and programs. Any complaints involving employee issues will considered utilizing the Complaints about Employees procedure listed in this policy.

Cross Reference: 301.04 Communication Channels

## EMPLOYEE RECORDS

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

The district will not use or require the use of more than the last four digits of an employee's social security number for:

1. Public posting or display to the general public or an employee's coworkers.
2. Transmission over the internet except on a secure or encrypted connection.
3. Accessing an Internet web site unless a password, personal identification number or other unique authentication is required.
4. Use as an employee number for any type of employment-related activity.

The district may use more than the last four digits of an employee's social security number only for:

1. Compliance with state or federal laws, rules or regulations.
2. Voluntary commercial transactions entered into by the employee with the district for the purchase of goods or services.
3. Internal administrative purposes including providing the number to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the following internal administrative purposes do not permit use of employee social security numbers:
  - A. As an identification number for occupational licensing.
  - B. As an identification number for drug-testing purposes except when required by state or federal law.
  - C. As an identification number for district meetings.
  - D. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
  - E. For posting any type of district information.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_



## TRANSPORTING OF STUDENTS BY EMPLOYEES

Employees shall use school vehicles whenever transporting students as part of any job function associated with their position. In the event it is necessary to transport students in a personal vehicle, the employee will be required to get permission from parents and the superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Cross Reference:     402.08 Employee Travel Compensation  
                              801 Transportation

Approved 08/14/2017 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

It is the policy of the board to pay the actual and necessary expenses incurred by employees at educational workshops, conferences, training programs, official functions, hearings, or meetings, whether incurred within or outside the boundaries of the local government, to include:

1. Registration costs, tuition costs, fees, or charges;
2. Mileage at the current district reimbursement rate or actual travel expense if travel is authorized by commercial or charter means; and
3. Meals and lodging as approved in advance by the superintendent.

Prior to reimbursement of actual and necessary expenses, the employee must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt shall make the expense non-reimbursable.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses  
402.07 Transporting of Students by Employees  
402.11 Credit Cards  
801.13 Use of Private Vehicles on School Business

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## RECOGNITION FOR SERVICE OF EMPLOYEES AND OTHERS

The board recognizes and appreciates service given to the district. Employees, board members, volunteers or others associated with the operations of the district may be honored by the board, administration and staff in an appropriate manner by the awarding of plaques, certificates of achievement, flowers or memorials in times of bereavement, or items of value.

If the form of recognition thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent shall seek prior approval from the board. Any expenditure for recognition of service shall be limited to \$100 per individual per occasion.

The district may authorize, upon a majority vote of the entire board, one recognition dinner each year for elected and appointed officials, employees, or volunteers of the district. In the event that a recognition dinner is authorized by board action, whether for elected and appointed officials, employees, or volunteers jointly or separately, the maximum cost which may be authorized by the board for such dinners shall not exceed \$25 per elected or appointed official, employee, or volunteer in attendance.

Legal Reference:      Neb. Statute 13-2203

Cross Reference:    408    Certificated Employee Termination of Employment  
                          414    Support Staff Termination of Employment

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## EMPLOYEE POLITICAL ACTIVITY

Employees shall not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

Cross Reference:     410.05 Certificated Employee Political Leave  
                          415.05 Support Staff Political Leave

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## CREDIT CARDS

The Superintendent shall determine which employees may use school district credit cards for the purchase of goods and services on behalf of the district or the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties may include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

The Superintendent, in consultation with the Board, shall determine the acceptable types of purchases for which the credit card may be used.

Employees using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred and may lead to suspension of the employee's credit card use.

It shall be the responsibility of the board to determine through its annual audit whether the school district credit card use and procedures are appropriately handled.

The superintendent shall be responsible for implementing this policy.

Cross Reference:      206.04 Board Member Compensation and Expenses  
                                 402.08 Employee Travel Compensation

## COMMUNICATIONS WITH EMPLOYEES

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. The superintendent will develop and recommend to the Board processes for communications between the Board and district employees.

Reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions. This does not exclude communications through district committees and committee appointments.

Cross Reference: 301.04 Communication Channels

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## STAFF CONDUCT WITH STUDENTS

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. School Related activities may include but are not limited to 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 relationships with a student on any social networking site or private messaging. 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 any other activities that would be considered violations of professional boundaries between employees and students.

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.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## PROHIBITION ON AIDING SEXUAL ABUSE

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference:                      ESSA section 8038, § 8546

Approved 09/12/2016 Reviewed 04/10/2017 Revised \_\_\_\_\_

## WORKPLACE PRIVACY

The district will not:

1. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
2. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the employer in a manner that enables the employer to observe the contents of the employee's or applicant's personal Internet account or provides the employer access to the employee's or applicant's personal Internet account;
3. Require an employee or applicant to add anyone, including the employer, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account; or
4. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions specified above.
5. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

The district shall maintain its right to control, monitor and review the use of its computers, technology and the Internet as stated in policy 606.06, to access any employee-related information available in the public domain, and conduct investigations related to employee actions prohibited by district policy to the extent those investigations are not expressly prohibited by the Workplace Privacy Act or other applicable state or federal law.

Legal Reference:                      Neb. Statutes, LB 821 (2016)

Approved 09/12/2016 Reviewed 04/10/2017 Revised \_\_\_\_\_

## USE OF PUBLIC RESOURCES BY BOARD MEMBERS AND EMPLOYEES

### Restrictions on Use

No Board member or employee of the Loup City Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

### Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for potential for personal financial gain.

**Incidental or De Minimis Use:** Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

**Personal Use as Part of Compensation:** Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

**School Vehicles:** Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

**Communication Devices:** A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

**Election Issues:** A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the

ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information may be released without prior written notice to the employee.

If a current or former employee wishes the district to release information to a prospective employer, written consent must be provided on the district's Employee Information Release Form. Even with the receipt of the Employee Information Release Form, the district may, at the superintendent's discretion, refuse to release such information. The Employee Information Release Form will be invalid six months after the signing date.

Cross Reference: 402.06 Employee Records

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## CHILD ABUSE REPORTING

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the local law enforcement agency by telephone, followed by a written report if necessary. The report will include all information required by law.

Legal Reference:      Neb. Statute 28-711

Cross Reference:      403.03 Abuse of Students by School District Employees  
                                 504.17 Questioning of Students by Outside Agencies  
                                 508     Student Health and Well Being

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## CHILD ABUSE REPORTING REGULATION

Any school employee shall make an oral report by telephone to the local law enforcement authorities or the Department of Health and Human Services when that employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect.

"Child abuse" is defined as 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. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or
6. Placed in a situation to be sexually abused as defined in Neb. Statutes 28-319 or 28-320.01.

The oral report shall include the caller's name and address.

The oral report will be followed by a written report that shall include to the extent available, the following:

1. The employee's name and address;
2. The name, address and age of the abused or neglected child;
3. The address of the person(s) having custody of the child;
4. The nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect;
5. Any evidence of previous abuse or neglect, including the nature and extent; and
6. Any other information which in the opinion of the person making the report may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator(s).

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements.

Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor.

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action.

The superintendent is responsible for implementing this policy and for organizing employee training when needed relating to this policy. Procedures shall be reviewed periodically for adequacy and accuracy.

Cross Reference:                   403.02 Child Abuse Reporting  
  404.06 Harassment by Employees  
  505.06 Corporal Punishment

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

ABUSE COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged abuser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of abuse, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

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

WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information of this form is accurate and true to the best of my knowledge.

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

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

## ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

### **Definition of Physical Abuse**

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain:
  - a) To quell a disturbance or prevent an act that threatens physical harm to any person.
  - b) To obtain possession of a weapon or other dangerous object within a pupil's control.
  - c) For the purposes of self-defense or defense of others as provided for in Neb. Statute 28-1409 and 1410.
  - d) For the protection of property as provided for in Neb. Statute 28-1411.
  - e) To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
  - f) To prevent a student from the self-infliction of harm.
  - g) To protect the safety of others.
  
2. Using incidental, minor, or reasonable physical contact to maintain order and control. In determining the reasonableness of the contact or force used, the following factors shall be considered:
  - a) The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
  - b) The size and physical condition of the student.
  - c) The means or device used in making the physical contact.
  - d) The motivation of the school employee in initiating the physical contact.
  - e) The extent of injury to the student resulting from the physical contact.

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## **Definition of Sexual Abuse**

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, inappropriate, intentional sexual behavior or physical manifestations of sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

## **Complaint Procedure**

An individual who believes he/she has been abused shall notify \_\_\_\_\_, the designated investigator. The alternate investigator is \_\_\_\_\_. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the

employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If the investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred. The written investigative report shall include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
  - Unfounded. (It is not likely that an incident, as defined in district rules, took place), or
  - Founded. (It is likely that an incident took place.)
8. The applicability of exceptions to the investigated incident, or reason for the contact or force used.
9. A statement that, in the investigator's opinion, any physical contact that occurred was:
  - Appropriate. (Actions not requiring any disciplinary process), or
  - Inappropriate. (Actions invoking a disciplinary process as defined in district rules).

10. The disposition or current status of the investigation and recommendations regarding the need for further investigation.
11. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
  - Contacting law enforcement officials.
  - Contacting private counsel for the purpose of filing a civil suit or complaint.
  - Filing a complaint with the Nebraska Professional Practices Commission if the employee is a certificated employee.

The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services. Information of unfounded abuse shall not be put in the employee's personnel file.

## PUBLIC COMPLAINTS ABOUT EMPLOYEES

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

While speakers may, during public meetings, offer objective criticism of school operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to any board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and the superintendent for support staff. At this level, if requested by the administrator, the complainant shall put the complaint in writing.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board in writing. The board will follow policy 1005.01 in handling public complaints.

Cross Reference:     204.10 Agenda  
                          204.12 Public Participation at Board Meetings  
                          1005.01 Public Complaints

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment. Extracurricular assignments must also take precedence over outside employment.

It shall be the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Cross Reference:     402.03 Employee Conflict of Interest  
                          409.05 Certificated Employee Tutoring

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization.
  - A. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
  - B. All contact and messages by coaches with team members shall be sent to all team members.
  - C. Inappropriate contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District.

When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Approved 06/11/2012 Reviewed 04/10/2017 Revised 12/14/2015

## GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS

1. Know and follow District policies and regulations relating to online communications.
2. District employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Remember that what you publish will be public for a long time—protect your privacy.
3. Anonymity or false screen names should only be used in personal, non-work related online communications. Identify yourself, and when relevant, your District, when you discuss professional matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the District.
4. If you publish content to a website and it has something to do with work you do or subjects associated with your District, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my District's positions, policies or practices."
5. Respect copyright, fair use and financial disclosure laws. When you do use material from others, where possible link back to the source.
6. Never provide confidential or other proprietary information about your District, your students, or your co-workers. Ask permission prior to publishing or reporting on conversations that are meant to be, or might be assumed to be, private or internal to the District and your work.
7. Be particularly aware of student privacy laws including FERPA.
8. Don't cite or reference fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the District without their approval.
9. Always maintain professional standards. Absolutely never use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
10. Find out who else is blogging or publishing on the topic, and cite them.
11. Be aware of your professional responsibilities with online social networks. When you identify yourself as an educator, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
12. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
13. Be thoughtful about everything published online. If you are angry or frustrated, it is best to avoid using online communications.
14. Be very judicious in disclosing any personal details, as they will be available online for a long time.
15. Try to add value. Provide worthwhile information and perspective. The District is best represented by its people and what you publish will reflect on your District and your community.
16. Maintaining the trust of others with whom you communicate is critical. If you have a vested interest in something you are discussing, be the first to point it out. Nothing gains you more notice in the online social media environment than honesty—or dishonesty.

17. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected Intranet environment should not be used for internal communications among fellow employees. It is fine for fellow employees to disagree, but don't use your external blog or other online social media to air your differences in an inappropriate manner.
18. When speaking about other districts or teachers at other districts, be careful about identifying them if the remark may be interpreted as being critical of them. You must make sure that what you say is factual and that it does not disparage others.
19. Avoid arguments. Don't try to settle scores or goad others into inflammatory debates.
20. There are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to your work or the District, feel free to discuss it with your administrator. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media.

## EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee injured on the job to inform the superintendent within one business day of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within one business day after the employee reported the injury.

It shall be the responsibility of the employee to file claims, such as workers' compensation, through the central administration office.

Cross Reference:     404    Employee Health and Well-Being  
                          410.02 Certificated Employee Personal Illness Leave  
                          415.02 Support Staff Personal Illness Leave  
                          905.06 Accident Reports

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## EMPLOYEES' PERSONAL SECURITY AND SAFETY

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

The superintendent, in consultation with district and building safety committees, will develop training and written procedures necessary to accomplish this goal and to meet the requirements of the law.

All employees shall conduct their work in compliance with the safety rules of the district.

Cross Reference:                    905    Safety Program

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## COMMUNICABLE DISEASES - EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Legal Reference: 29 U.S.C. §§ 794, 1910 (1994).  
42 U.S.C. §§ 12101 et seq. (1994).  
45 C.F.R. Pt. 84.3 (1996).

Cross Reference: 402.06 Employee Records  
508.03 Communicable or Infectious Diseases - Students

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## HEPATITIS B VACCINE INFORMATION AND RECORD

### The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of those infected. Most people with HBV recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against HBV can prevent acute hepatitis and its complications.

### The Vaccine

The HBV vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large scale clinical trials.

Approximately 90 percent of healthy people who receive two doses of the vaccine and a third dose as a booster achieve high levels of surface antibody (anti-HBs) and protection against the virus. The HBV vaccine is recommended for workers with potential for contact with blood or body fluids. Full immunization requires three doses of the vaccine over a six-month period, although some persons may not develop immunity even after three doses.

There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

### Dosage and Administration

The vaccine is given in three intramuscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first.

### Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to 20 percent of persons experience tenderness and redness at the site of injection and low grade fever. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that other side effects may be identified with more extensive use.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

**HEPATITIS B VACCINE INFORMATION AND RECORD**

**CONSENT OF HEPATITIS B VACCINATION**

I have knowledge of Hepatitis B and the Hepatitis B vaccination. I have had an opportunity to ask questions of a qualified nurse or physician and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have three doses of the vaccine to obtain immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience side effects from the vaccine. I give my consent to be vaccinated for Hepatitis B.

\_\_\_\_\_  
Signature of Employee (consent for Hepatitis B vaccination)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**REFUSAL OF HEPATITIS B VACCINATION**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Signature of Employee (refusal for Hepatitis B vaccination)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

I refuse because I believe I have (check one)

\_\_\_\_\_ started the series

\_\_\_\_\_ completed the series

HEPATITIS B VACCINE INFORMATION AND RECORD

RELEASE FOR HEPATITIS B MEDICAL INFORMATION

I hereby authorize \_\_\_\_\_ (individual or organization holding Hepatitis B records and address) to release to the \_\_\_\_\_ School District, my Hepatitis B vaccination records for required employee records.

I hereby authorize release of my Hepatitis B status to a health care provider, in the event of an exposure incident.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

HEPATITIS B VACCINE INFORMATION AND RECORD

CONFIDENTIAL RECORD

Employee Name (last, first, middle)

Social Security No.

Job Title:

Hepatitis B Vaccination			
Date	Lot Number	Site	Administered by

Additional Hepatitis B status information:

Post-exposure incident: (Date, time, circumstances, route under which exposure occurred)

Identification and documentation of source individual:

Source blood testing consent:

Description of employee's duties as related to the exposure incident:

Copy of information provided to health care professional evaluating an employee after an exposure incident:

Attach a copy of all results of examinations, medical testing, follow-up procedures, and health care professional's written opinion.

Training Record: (date, time, instructor, location of training summary)

## UNIVERSAL PRECAUTIONS REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

### Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

### Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Approved 06/11/2012 Reviewed 04/10/2017 Revised 01/11/2016

### Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

### Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use the provided spill kit to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.
- Wash hands

### Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

### Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

## HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee shall annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, shall be included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees, and training shall be conducted for the appropriate employees. The central administration office shall maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 29 C.F.R. Pt. 1910; 1200 et seq. (1996).  
Laws 1993, L.B. 757

Cross Reference: 905 Safety Program

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## HARASSMENT BY EMPLOYEES

Harassment of employees, students, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

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

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

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994).  
29 C.F.R. Pt. 1604.11 (1996).

Cross Reference: 103 Equal Educational Opportunity  
402.01 Equal Opportunity Employment  
402.05 Employee Grievances  
403.03 Abuse of Students by School District Employees  
405 Employee Conduct and Appearance  
504.18 Harassment By Students  
505 Student Discipline

HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

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

WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information of this form is accurate and true to the best of my knowledge.

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

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

## HARASSMENT INVESTIGATING AND REPORTING

Harassment of employees and students will not be tolerated in the school district.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals who feel that they have been harassed by employees, board members, administrators, parents, vendors or others doing business with the school district should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

### **Complaint Procedure**

An employee or student who believes that they have been harassed shall notify the Elementary Principal, the designated investigator. The alternate investigator is the Dean of Students. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The superintendent, or the investigator with the approval of the superintendent, has the authority to initiate a harassment investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Approved 06/11/2012 Reviewed 04/10/2017 Revised 05/08/2017

## **Resolution of the Complaint**

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary or other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

## **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

## **Conflicts**

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

## SUBSTANCE-FREE WORKPLACE

The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. This policy and related administrative regulations shall have a biennial review to determine its effectiveness, implement needed changes and ensure that the sanctions are consistently enforced.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act  
Amendments of 1989,  
41 U.S.C. §§ 701-707 (1994).  
42 U.S.C. §§ 12101 et seq. (1994).  
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

**SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES**

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in the capacity as a employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee shall be subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

**SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

## SUBSTANCE-FREE WORKPLACE REGULATION

A superintendent who suspects an employee has a substance abuse problem shall follow these procedures:

1. Identification - the superintendent shall document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent shall discuss the problem with the employee.
2. Discipline - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination [or may recommend the employee seek substance abuse treatment]. Participation in a substance abuse treatment program is voluntary.
3. Failure to participate in referral – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. Conviction - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

## DRUG AND ALCOHOL TESTING PROGRAM

The district will implement regulations and practices which will insure compliance with the Federal Drug-Free Schools and Communities Act and with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

### **Drugs and Alcohol Prohibited - Standards of Conduct for Employed Staff:**

The unlawful manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor in the work place on school grounds or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

### **Employed Staff**

1. Violation of this policy may result in disciplinary sanctions, including but not limited to, suspension, non-renewal, termination or cancellation of a certificated employee's contract pursuant to Neb. Rev. Stat. § 79-829 R.R.S., the suspension or termination of employment of a non-certificated employee, completion of an appropriate rehabilitation program, referral to law enforcement authorities for prosecution, and filing of a complaint with the Professional Practices Commission.

2. All employees shall be given a copy of the standards of conduct and disciplinary sanctions required, and notified that compliance with the standards of conduct is mandatory.

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

**Intervention:**

The Loup City Public School District will also recognize the responsibility to assist students in recognition of addiction. It is realized that the public school does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on observed behavior by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs.

**Administration:**

The administration is hereby authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

**Alcohol and Drug Testing:**

Employees in "safety-sensitive" positions, as defined by the Omnibus Transportation Employee Testing Act of 1991 and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See, 4320 Appendix 1) Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

This regulation supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

The foregoing materials do not constitute terms of a contract between Loup City Public Schools and the employee and may be amended at any time at the sole discretion of Loup City Public Schools.

Legal Reference:       49 U.S.C. §§ 5331 et seq. (1994).  
                              42 U.S.C. §§ 12101 (1994).  
                              41 U.S.C. §§ 701-707 (1996).  
                              49 C.F.R. Pt. 40; 382; 391.81-123 (1994).

34 C.F.R. Pt. 85 (1996).

Cross Reference: 410.02 Certificated Employee Personal Illness Leave  
415.02 Support Staff Personal Illness Leave

## DRUG AND ALCOHOL TESTING APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, LOUP CITY PUBLIC SCHOOL'S  
COMPLIANCE POLICIES AND PROCEDURES, AND EDUCATIONAL  
MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Loup City Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A). The person designated by Loup City Public Schools to answer employee questions about these materials is:**

Superintendent of Schools

**(B). The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C). The term "safety-sensitive functions" means:**

(1) All time waiting to be dispatched, unless the driver has been relieved from duty;

(2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;

(3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);

(4) All time, other than driving time, in or upon any commercial motor vehicle;

(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in

Approved 06/11/2012 Reviewed 04/10/2017 Revised 11/09/2015

readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

(6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;

(7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D). Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

**1. Alcohol concentration.**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

**2. Alcohol possession.**

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.

**3. On-duty use.**

No driver shall use alcohol while performing safety-sensitive functions.

**4. Pre-duty use.**

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

**5. Use following an accident.**

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

**6. Refusal to submit to a required alcohol or controlled substances test.**

No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.

7. **Controlled substances use.**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

8. **Controlled substances test.**

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E). **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**

Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. **Post-accident testing.**

(a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation under State or local law for a moving traffic violation arising from the accident

shall undergo a test for alcohol and controlled substances.

(b)(1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to

testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

**3. Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

**4. Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) **Alcohol.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) **Controlled Substances.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F). The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G). An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H). A "refusal to submit" to an alcohol or controlled substance test includes:**

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available

for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:**

A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I). The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

(i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and

(ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J). The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:**

Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K). Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected.**

## DISCLOSURE AND PROTECTION OF EMPLOYEE HEALTH INFORMATION

The district will comply with all regulations regarding privacy and confidentiality of employee health and insurance information, including the secure interchange and storage of electronic data. The superintendent is directed to implement this policy as needed to ensure proper handling of such information.

Employees will be provided with a notice describing the district's practices regarding health information. Employees shall have the right to inspect, copy or amend such information or to revoke authorization to disclose such information. Revocation of authorization may affect the availability of some employee benefits.

Legal Reference: 1996 Health Insurance Portability and Accountability Act (HIPAA)  
Family Educational Rights and Privacy Act (FERPA)

Cross Reference: 402.06 Employee Records  
804.01 Computer Security  
804.02 Data or Records Retention

Approved 06/11/2012 Reviewed 04/10/2017 Revised \_\_\_\_\_

**Authorization for Use or Disclosure of Protected Health Information**

Patient Name \_\_\_\_\_ ID Number: \_\_\_\_\_

I hereby authorize my physician and/or administrative and clinical staff to disclose the following protected health information to an authorized representative of *[district name]* Public Schools: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[specifically and meaningfully describe the protected health information to be disclosed, such as date of service, type of service, level of detail to be released, etc.]

This protected health information is being used for the following purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[List specific purposes here. "At the request of the individual" is acceptable if the request is made by the patient, and the patient does not want to state a specific purpose.]

This authorization shall be in force and effect until \_\_\_\_\_

[specify either a date or event that related to the patient or the purpose of the use or disclosure] at which time this authorization to use or disclose this protected health information expires in 6 months.

I understand that I have the right to revoke this authorization at any time by sending a written notice to my physician's office.

I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by state or federal law.

\_\_\_\_\_  
Signature of patient or patient's representative  
[form must be completed before signing]

\_\_\_\_\_  
Date

Printed name of patient's representative: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_

## PROCEDURE FOR DISCLOSURE OF HEALTH INFORMATION

This Notice of Health Information Privacy Practices explains how the Loup City Public Schools will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers, including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms "protected health information" (PHI).

Protected Health Information (PHI) is information communicated by a covered entity orally, on paper, or by electronic means that individually identifies and relates to an individual employee's, dependent's, or retiree's past, present, or future medical condition, provision of medical care, enrollment, premium, physical or mental health status, or treatment and personal demographic information.

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual's spouse or other family members, without the written authority of the individual. The provisions of this act become effective on April 14, 2003.

The district provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska: Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary, from time to time, for the district to obtain health information related to the employment policies of the district and to comply with state and federal law.

For the district to obtain employment related, health information about you from a third party, you must provide written authorization for the district to do so. The appropriate authorization forms are available from the district.

Under what circumstances would the district need health information?

1. Enrollment of employees in a BCBS health plan, vision care, dental, and other insurance plans.
2. Accounting for sick leave under the district sick leave policy.
3. Filing worker's compensation claims for employees injured on the job.
4. Seeking medical certification for eligibility for short-term or long-term disability insurance.
5. Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
6. Medical information necessary for the district to comply with the Americans with Disability Act.
7. Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
8. Medical information necessitated by compliance with OSHA.
9. On other occasions to allow the employer to be assured that the employee is medically capable of performing all of the necessary duties required by the district, including suspected drug or alcohol abuse.
10. For costing out negotiations proposals affecting coverage and single or marital status.
11. To comply with state and federal law.
12. Other employment related matters.

In order for the employee to be assured of the benefits to which he or she is entitled under the provisions of state or federal law and the policies and negotiated agreement of the district, it will be necessary for the employee to comply with the request for information related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The district will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the district will not provide or share this information with any other individual or party, except for legitimate employment related matters and then only on a need-to-know basis or unless you provide written authorization to release of information to a third party.

All employment related health information will be maintained.

#### Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the district in violation of federal law or the district employment policies jeopardizes the financial interests of the Association and may result in job sanctions, including termination of employment.

#### Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctor's appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the district.

#### Employment Forms

The district will request personal information regarding insurance coverages, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

#### Notification of Injury Under Workman's Compensation

A staff member injured on the job shall notify the district verbally of any injury as soon as practicable but within the legal requirements of the insurance carrier. That policy and federal law authorizes the district to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the district may require you to complete a written document relating the nature of the accident and injuries.

#### Specific Requests for PHI

Specific requests by you or by the district for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form requesting PHI. The district will maintain a copy as part of the employer's employment record.

All information acquired under the provisions of this policy will be maintained by the district as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the district.

### Your Rights Provided by HIPAA

You have the following rights regarding medical information the district may obtain from you or about you:

- Right to Inspect and Copy

You have a right to inspect and copy medical information the district maintains in the course of your employment related activities, except any information compiled in anticipation of or for use in any civil, criminal, or administrative action or proceeding.

- Right to Amend

If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate. The request for amendment, along with the reasons provided, will be filed with your related employment documents.

- Restrictions or Confidential Communications

You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions or directives must be filed in writing and may not be retroactive in nature. Such restrictions may not be in conflict with necessary business practices or provisions of law.

- Right to Accounting of Disclosure

The district has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with law. The district will not disclose any PHI that is part of your employment record under any other circumstances, including disclosure to other family members, unless the district receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The district is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure requests prior to April 14, 2003.

- Right to Revocation of Disclosure

If you authorize disclosure of any information, either to the district and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the district and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.

- Complaint Alleging Violation

If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the district or with the US Department of Health and Human Services.

- Change of Notice of Health Information Privacy Practices

The district has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made, the district will abide by the terms of this Notice.

### Confirmation of Receipt

You are required to sign and return this copy to the Loup City Public Schools to confirm that you have received a copy of this Notice. You will be provided with a copy for your records as well. The Notice with your signature will be maintained as a part of your employment record.

I \_\_\_\_\_ acknowledge receipt of this Privacy Notice.

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

## FACILITIES FOR MILK EXPRESSION

The district will designate a private area, other than a restroom, for an employee for breast-feeding or to express breast milk for her nursing child in a place which is shielded from view and free from intrusion from co-workers and the public.

Legal Reference:                    LB 627 (2015)

Approved 01/11/2016 Reviewed 04/10/2017 Revised \_\_\_\_\_

## EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall not use their cell phones for personal business or communication while in direct supervision of students, whether in or out of the classroom, except for emergency situations. Employees may use their cell phones for activities directly tied to their classroom or to take photos and videos of the activities being conducted.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Any employees having tattoos, brandings, scarifications, gaging, piercings other than in the ears, or other body art must keep them completely covered during school hours, school activities or other school functions.

Building administrators, at their discretion, may determine what is or is not considered appropriate apparel or appearance for anything not covered in this policy.

Certificated employees of the school district shall follow the code of ethics for their profession as established by the Nebraska Professional Practices Commission.

Legal Reference: NDE Rule 27

Cross Reference: 305 Administrative Code Of Ethics  
402.02 Employee Orientation  
404.06 Harassment by Employees  
404.07 Substance-Free Workplace  
408 Certificated Employee Termination of Employment  
414 Support Staff Termination of Employment

Approved 06/11/2012 Reviewed 04/10/2017 Revised 08/14/2017

### CERTIFICATED EMPLOYEE DEFINED

Certificated employees, including administrators, are those employees required to hold an appropriate certificate from the Nebraska Department of Education for their position as required by the Professional Practices Commission or others with professional licenses. Certificates required for a position will be considered met if the employee meets the requirements established by the Nebraska Department of Education.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for certificated employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Certificated employees must present evidence of current certificate to the superintendent prior to September 15 and before any payment of salary each year.

Legal Reference: Neb. Statute 79-801 et seq.

Cross Reference: 411.01 Substitute Teachers  
412.01 Support Staff Defined

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a certificated position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," shall have an opportunity to apply and qualify for certificated positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for certificated positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state certificate or license if required for the position.

Announcement of the position shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who will be directly supervising and overseeing the person being hired.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicants criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

The board shall take action regarding employment of certificated applicants after receiving a recommendation from the superintendent. However, the superintendent shall have the authority to employ a certificated employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees shall be followed.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
42 U.S.C. §§ 2000e et seq. (1994).  
42 U.S.C. §§ 12101 et seq. (1994).

Cross Reference: 402.01 Equal Employment Opportunity  
411.01 Substitute Teachers  
412.02 Support Staff Qualifications, Recruitment, Selection

## CERTIFICATED EMPLOYEE INDIVIDUAL CONTRACTS

The board will enter into a written contract with certificated employees, other than administrators, employed on a regular basis. Each contract will be for a period roughly corresponding to the school year.

It shall be the responsibility of the superintendent to complete the contracts for certificated employees and present them to the board for approval. Upon receipt of the contract, the certificated employee will have until the date specified on the contract or the date specified by the board to sign and return the contract to the Superintendent. If contracts are not returned within this period, the position will be considered open and candidates will be secured to fill the vacancy.

A certificated employee may not be required to accept employment for the next school year prior to March 15. The contracts, after being signed by at least one board member, shall be kept on file in the administration offices.

Legal Reference: Neb. Statute 79-817 to 822

Cross Reference: 408 Certificated Employee Termination of Employment

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE CONTINUING CONTRACTS

Contracts entered into with certificated employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the board and the employee, or the contract is terminated by the board.

The first three years of a continuing contract issued to a newly employed certificated employee shall be considered a probationary period. In the event of termination of the employee's contract during this period, the board shall afford the certificated employee appropriate due process. The action of the board will be final.

Certificated employees whose contracts will be recommended for termination, amendment or nonrenewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the certificated employee's contract.

Certificated employees who wish to resign, to be released from a contract, or to retire must comply with board policies and contract language in those areas.

Legal Reference:                   Neb. Statute 79-824 to 842

Cross Reference:                408    Certificated Employee Termination of Employment

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE WORK DAY

The work day for certificated employees shall begin each day of the school year at a time established by the superintendent. Certificated employees who are employed only during the academic year shall have the same work day as other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Certificated employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the certificated employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the superintendent.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding work day of such employees shall be followed.

Cross Reference: 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE ASSIGNMENT

Determining the assignment of each certificated employee is the responsibility of and within the sole discretion of the board. In making such assignments the board shall consider the qualifications of each certificated employee and the needs of the school district.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the assignment of certificated employees.

All extra duties, such as coaching or sponsoring extracurricular activities, are assigned at-will, and may be terminated, non-renewed, suspended or amended by the board at the recommendation of the superintendent without cause. Extra duty work that qualifies for additional compensation will be paid on a prorated basis for work already performed at the time of the change in duty assignment.

Sponsors must be in attendance at all school sponsored events for their assigned activity to supervise their assigned students. Sponsors are expected to supervise their activity until all of their assigned students have left the school premises.

Any requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding assignment of such employees shall be followed.

Legal Reference: Neb. Statute 79-839

Cross Reference: 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 05/08/2017 Revised 09/11/2017

## CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, to assist in making personnel decisions and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the past semester's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

The Superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument. At a minimum this will provide for evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The teacher will be allowed to offer a written response. The regulation will also specify what training will be provided by the district for evaluators.

It shall be the responsibility of the superintendent to ensure certificated employees are evaluated at least annually. The evaluation shall include at least one classroom observation for one period.

New and probationary certificated employees shall be evaluated at least once each semester. This evaluation procedure will include at least one classroom observation for one period each semester.

The requirements stated in the Negotiated Contract between employees in the certified collective bargaining unit and the board regarding evaluation of such employees shall be followed.

Legal Reference:     Neb. Statute 79-828  
                          NDE Rule 10-007.06

Cross Reference:     408.05 Certificated Employee Reduction-In-Force

Approved 06/11/2012 Reviewed 05/08/2017 Revised 09/10/2012

## CERTIFICATED EMPLOYEE PROBATIONARY STATUS

The first three years of a new full-time certificated employee's contract shall be a probationary period. The probationary period for part-time certificated employees shall be based upon formulas provided by state statute.

During this probationary period the board may terminate or amend the certificated employee's contract at year-end or discharge the employee in concert with corresponding board policies.

Employees will be allowed due process as provided by state statutes and the Negotiated Contract.

Legal Reference: Neb. Statute 79-828

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE WORKERS' COMPENSATION

The district will participate in workers' compensation as required by statute. All employees of the district will be covered by workers' compensation regardless of type of assignment, length of assignment, or hours worked per day.

The selected workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to qualifying employees. The amount of workers' compensation wage-replacement and sick leave benefits shall not exceed a regular daily rate of pay.

The superintendent shall be responsible for developing administrative regulations to implement the workers' compensation plan and shall annually review the costs and performance of the plan with the board, making recommendations for changes as necessary.

Legal Reference:      Neb. Statute 48-101 et seq.

Cross Reference:    404    Employee Health and Well-Being  
                          905    Safety Program

Approved 07/10/2017      Reviewed 05/08/2017      Revised \_\_\_\_\_

## NEGOTIATIONS

Certificated employees of the district shall have the right to form, join and participate in the activities of organizations of their choosing for the purpose of representation of all matters of employment relations, but no certificated employee shall be compelled to join such an organization.

The following timelines shall be in effect for the annual negotiations process preceding the contract year in question:

1. On or before September 1 the certificated and instructional employees' collective bargaining agent shall request recognition as bargaining agent.
2. The governing board shall respond to such request not later than October 1.
3. On or before November 1 negotiations shall begin.
4. On or before February 8 if an agreement is not reached, the parties shall submit to mandatory mediation or factfinding as ordered by the commission unless the parties mutually agree in writing to forgo mandatory mediation or factfinding.
5. On or before March 25 or within twenty-five days after the certification of the amounts to be distributed to each local system and each school district, whichever occurs last in time, negotiations, mediation, and factfinding shall end.
6. If an agreement has not been achieved on or before the date in item 5 above, either party may, within fourteen days after such date, file a petition with the commission to resolve the dispute.
7. The commission shall render a decision on or before September 15.

There shall be no fewer than four negotiations meetings between the certificated and instructional employees' collective bargaining agent and the governing board's bargaining agent prior to mediation, unless the parties agree to a new negotiated agreement. Either party may seek a bargaining order as provided in statute at any stage in the negotiations. In seeking a bargaining order, the commission shall provide the parties with the names of five individuals qualified to serve as the resolution officer. If the parties cannot agree on an individual, each party shall alternately strike names, with the remaining individual serving as the resolution officer.

The resolution officer may:

1. determine whether the issues are ready for hearing and settlement;
2. identify for resolution terms and conditions of employment that are in dispute and which were negotiated in good faith but upon which no agreement was reached;
3. accept terms and conditions;
4. schedule hearings;
5. prescribe rules of conduct for conferences;
6. order additional mediation if necessary;
7. take any other action which may aid in resolution of the dispute; and
8. consult with an interested outside party only with the concurrence of all parties.

Approved 06/11/2012 Reviewed 05/08/2017 Revised 10/08/2012

The resolution officer shall choose the most reasonable final offer on each issue in dispute. If either party is dissatisfied with the resolution officer's decision, it shall have the right to file an action with the commission seeking a determination of terms and conditions of employment. The commission shall resolve, as provided by statute, all of the issues identified by either party and which were recognized by the resolution officer as a dispute. If parties have not filed with the commission by the latter of March 25 or within twenty-five days after the certification of school funds, the decision of the resolution officer shall be deemed final and binding.

Legal Reference: Neb. Statute 48-811, 816, and 818

Cross Reference: 201.01 Board Powers and Responsibilities

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEES - RESIGNATION

Resignations should be sent to the Board of Education through the Superintendent not less than thirty (30) days before the date effective, except in cases of sickness or other serious emergency. The Board of Education will not accept resignations after June 1 in any year except in cases where hardship or pressing personal need must be considered, and in any case only when suitable replacements can be found.

The Superintendent, upon reviewing the request and its impact on the district, shall forward the request to the School Board with an appropriate recommendation.

The School Board shall make the final determination regarding the request but shall have no obligation to approve the employee's early release from contract.

The Board may request the employee to continue as a member of the staff and to fulfill the terms of his/her contract. The early release, if allowed, will become effective at the end of the school year in which it is submitted. If the employee has requested the release to become effective at an earlier date than the end of the school year, the Board may consider it on an individual basis.

An employee's refusal to fulfill his/her contract shall be cause for the district to request a suspension or revocation of certification by the Nebraska Department of Education.

Legal Reference: Nebraska Statutes 79-817 to 79-845  
NDE Rule 27, part 007

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

CERTIFICATED EMPLOYEE SUSPENSION OR TERMINATION

Certificated employees shall perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a certificated employee pending board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a certificated employee with or without pay.

In the event of a suspension or termination, the applicable state statutes shall be followed.

Cross Reference: 405 Employee Conduct and Appearance

Approved 07/10/2017 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE REDUCTION-IN-FORCE

The board has the exclusive authority to determine the appropriate number of certificated employees. Reductions-in-force of certificated staff members may be required due to changes in the size or nature of the student population, limited financial support, changing programs, staff realignment or other changes in circumstances. Reduction-in-force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.

Prior to the reduction-in-force the board shall present evidence that such changes in circumstances have occurred. If a reduction of certificated staff is necessary, the superintendent or designee shall recommend to the school board those certificated employees to be reduced in employment under the provisions of this policy. No permanent employee may be selected for a reduction-in-force while a probationary employee is retained to perform a service that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the school board, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be terminated shall be made with consideration given to the following (not listed in priority order):

1. Programs to be offered;
2. Areas of certification and endorsement;
3. State and federal regulations which may mandate certain employment practices;
4. Special qualifications that may require specific training and/or experience;
5. Contributions to activity programs;
6. Qualifications based on past performance and competence as determined by the principal and/or superintendent through employee evaluation procedures;
7. The organizational and educational impact created by multiple part-time certificated employees; and
8. Any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used under this policy shall conform to the board policies and administrative rules, regulations, and practices in effect at the time for the periodic evaluation of certificated staff members.

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_



## CERTIFICATED EMPLOYEE EARLY RETIREMENT

The district may offer a voluntary early retirement program for full-time certificated employees and non-certificated administrative employees. Upon written application and approval of the superintendent and board, eligible employees may participate in the program.

The major purpose of the program is to encourage eligible employees who are considering early retirement to accelerate their plans. Program objectives include but are not limited to the following:

1. To offer financial incentives which will assist long-term district employees considering early retirement decisions, by providing a financial "bridge" to Social Security and Nebraska School Employees' retirement benefits.
2. To reduce district costs by replacing maximum salary employees with lesser salary employees.
3. To provide a more diversified balance of employee experience.
4. To reduce or eliminate the possibility of certificated employee layoffs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy including eligibility requirements, conditions and limitations, application procedures, benefit tables, payment schedules and insurance provisions.

This policy and related administrative regulations shall be reviewed annually to monitor its effectiveness, analyze projected costs to the district, review payment schedules, and implement needed changes. Any revisions to associated benefit tables and payment schedules must be reviewed and approved by the board. Modification shall not affect employees previously participating in the program.

Cross Reference: 408.03 Certificated Employee Retirement

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_



## CERTIFICATED EMPLOYEE TRAINING, WORKSHOPS OR CONFERENCES

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a certificated employee in a professional development program when the attendance would result in the certificated employee being excused from their duties or when the school district pays the expenses for the program.

Employees authorized by the superintendent to represent the school system at training, workshops and conferences will be allowed salary and expenses in conformance with regulations on expense reimbursement. Requests that involve unusual expenses or overnight travel must also be approved by the board.

The superintendent shall have sole discretion to allow or disallow certificated employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the certificated employee and the school district, the effect of the certificated employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

Cross Reference:     402.08 Employee Travel Compensation  
                          402.11 Credit Cards

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE TUTORING

Every effort will be made by the certificated employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by certificated employees may be approved by the superintendent.

Certificated employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the board.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: NDE Rule 27  
Neb. Statute 49-14,101.01

Cross Reference: 402.03 Employee Conflict of Interest  
403.06 Employee Outside Employment

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

CERTIFICATED EMPLOYEE REGULAR LEAVE

A) An employee who finds it necessary to be absent from duty shall notify the office of his/her immediate supervisor in advance of such absence of (1) the reason for the absence; and, (2) the anticipated length of absence.

B) Employees requesting leave in order to perform other duties for which they will be compensated (court duty, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed. Approved personal leave shall not be included in the above requirement.

C) Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies.

D) A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Cross Reference: 602.01 School Calendar

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE

The district will comply with all provisions of the Family and Medical Leave Act of 1993 and amendments.

Unpaid family and medical leave will be granted up to twelve (12) weeks in any twelve (12) month period to eligible certificated staff members for the following reasons:

1. the birth or care of a newborn child within one (1) year of the child's birth;
2. the placement or care by way of adoption or foster care with the staff member within one (1) year of the child's arrival;
3. to care for the staff member's spouse, parent or dependent child with a serious health condition;
4. if the staff member's own serious health condition prevents that employee from performing the functions of the employee's job;
5. in qualifying urgent situations arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Unpaid leave will be granted up to twenty-six (26) weeks during a single twelve (12) month period to eligible certificated staff members to care for a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness.

For purposes of this policy, the twelve month period is defined as a "rolling period based on the date the leave is requested to begin and looking backward at the last twelve-months of use. Requests for family and medical leave shall be made to the superintendent.

To be eligible for FMLA benefits, a district employee must:

1. have worked for the district for a total of 12 months; and
2. have worked at least 1,250 hours over the previous 12 months.

When meeting the requirements set out in the family and medical leave administrative rules, employees may be allowed or required to substitute paid leave for unpaid family and medical leave according to the terms and conditions of the district's normal leave policies. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Requests for FMLA leave shall be submitted in writing. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act. It shall be the responsibility of the superintendent to implement this policy.

The requirements stated in the Negotiated Contract between employees in that certified

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

collective bargaining unit and the board regarding family and medical leave of such employees shall be followed.

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

Cross Reference: 415.03 Support Staff Family and Medical Leave

## CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE

1. School district notice.
  - A. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
  - B. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
  - C. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
    - 1) a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement;
    - 2) a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so;
    - 3) an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
    - 4) a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.
2. Eligible employees:

Employees are eligible for family and medical leave if three criteria are met.

- A. The school district has more than 50 employees on the payroll at the time leave is requested;
- B. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
- C. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

Approved 06/11/2012 Reviewed 05/08/2017 Revised 06/12/2017

3. Employee requesting leave -- two types of leave.
  - A. Foreseeable family and medical leave.
    - 1) Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
    - 2) Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received.
    - 3) Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
  - B. Unforeseeable family and medical leave.
    - 1) Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
    - 2) Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
    - 3) A spouse or family member may give the notice if the employee is unable to personally give notice.
4. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.
  - A. Four purposes.
    - 1) The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
    - 2) The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
    - 3) To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
    - 4) Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.

B. Medical certification.

1) When required:

- a) Employees shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
- b) Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.

2) Employee's medical certification responsibilities:

- a) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
- b) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
- c) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.

3) Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided.

5. Entitlement.

A. Employees are entitled to twelve weeks unpaid family and medical leave per year.

- B. Year is defined as:
    - Fiscal year: September 1 – August 31
  - C. If insufficient leave is available, the school district may:
    - 1) Deny the leave if entitlement is exhausted
    - 2) Award leave available
6. Type of Leave Requested.
- A. Continuous - employee will not report to work for set number of days or weeks.
  - B. Intermittent - employee requests family and medical leave for separate periods of time.
    - 1) Intermittent leave is available for:
      - a) Birth, adoption or foster care placement of child only with the school district's agreement.
      - b) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
    - 2) In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
    - 3) During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see 7 below.*)
  - C. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
    - 1) Reduced work schedule family and medical leave is available for:
      - a) Birth, adoption or foster care placement and subject to the school district's agreement.
      - b) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.

- 2) In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
- 3) During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see 7 below.*)

7. Special Rules for Instructional Employees.

- A. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
  - 1) Take leave for the entire period or periods of the planned medical treatment; or
  - 2) Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
- C. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester do not include scheduled school breaks, such as summer, winter or spring break.
  - 1) If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
  - 2) If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.

- 3) If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
  - D. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.
8. Employee responsibilities while on family and medical leave.
- A. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
  - B. The employee contribution payments will be deducted from any money owed to the employee or the employee shall reimburse the school district at a time set by the superintendent.
  - C. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
  - D. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
  - E. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
  - F. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.
9. Use of paid leave for family and medical leave:

An employee may substitute unpaid family and medical leave with any paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick

leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

## CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Continuing treatment-a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
  - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Eligible Employee-the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job-those functions which are fundamental to the performance of the job. It does not include marginal functions.

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

Employment benefits-all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member-individuals who meet the definition of son, daughter, spouse or parent.

Group health plan-any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health care provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In loco parentis-individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of self-care-that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional employee-an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving

instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent leave-leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary-certification for medical necessity is the same as certification for serious health condition.

"Needed to Care For"-the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Parent-a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or mental disability-a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced leave schedule-a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

#### Serious health condition

- An illness, injury, impairment, or physical or mental condition that involves:
  - Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
  - Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
    - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any

subsequent treatment or period of incapacity relating to the same condition, that also involves:

- Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers,

headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Son or daughter-a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse-a husband or wife recognized by Nebraska law.

### CERTIFICATED EMPLOYEE JURY DUTY LEAVE

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Certificated employees will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Legal Reference: Neb. Statute 25-1640

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## CERTIFICATED EMPLOYEE MILITARY SERVICE LEAVE

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

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

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

Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law as long as he or she:

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

The following periods and conditions of return to work apply to the employee who was absent:

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

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_



## CERTIFICATED EMPLOYEE UNPAID LEAVE

After a minimum of five years of employment in the Loup City Public Schools, a teacher may apply for a one-year leave of absence. Criteria to be tied by the superintendent in approving or denying a request include:

- no more than one Elementary teacher and no more than one Secondary teacher may be on leave during the same year. If more than one request is received from the Elementary or Secondary, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the school district, and seniority;
- requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1 through the Building Principal;
- a qualified replacement must be found before the leave is approved;
- no salary or benefits will be paid to the teacher by the district during the year of absence. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
- a teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;
- a teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement.
- a teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees shall be followed.

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_



## EDUCATION AIDE

The Board of Education recognizes that class size and its respective characteristics of those students along with age will create a variance of needs.

The needs of a class, as a whole, will be carefully considered by the administration and the assistance of a paraprofessional will be recommended by the building principal and/or Superintendent.

The following concerns will be addressed before making a decision:

- curriculum needs of the students
- number of students requiring special services
- social/emotional needs of students
- academic level of students
- maturity level of students
- age of students

Education aides who hold a teaching certificate shall be compensated at the rate of pay established for their position as an education aide. It shall be the responsibility of the principal to supervise education aides.

Cross Reference: 412.02 Support Staff Qualifications, Recruitment, Selection

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## STUDENT TEACHERS

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

## SUPPORT STAFF DEFINED

Support staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Full-time school nurses are often included at the board's discretion as certificated staff.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for support staff positions. Job descriptions may be approved by the board.

Cross Reference:     406.01 Certificated Employee Defined  
                          413.03 Support Staff Group Insurance Benefits

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## SUPPORT STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a support staff position shall have an opportunity to apply and qualify for support staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for support staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the central administration office. A standard application form shall be developed for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant. Gaps in the applicant's employment record will be questioned and checked.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicants criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records.

Approved 06/11/2012 Reviewed 05/08/2017 Revised 02/09/2015



## SUPPORT STAFF AGREEMENTS

All classified employees shall be required to sign an “at will” employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated “at will” employee contract shall be in the form as proposed by the Superintendent of Schools and approved by resolution of the Board of Education.

It shall be the responsibility of the superintendent to draw up and process the support staff contracts.

Cross Reference:      413.01 Support Staff Compensation  
                              413.02 Support Staff Wage and Overtime Compensation  
                              414     Support Staff Termination of Employment

Approved   06/11/2012   Reviewed   05/08/2017   Revised   12/14/2015

**EMPLOYMENT AGREEMENT  
CLASSIFIED STAFF MEMBER (12 MONTH EMPLOYEE)**

This contract is made by and between the Board of Education of Loup City Public Schools, School District No. 1 of Sherman County, Nebraska, hereinafter referred to as the "Board" and "District", respectively, and \_\_\_\_\_, hereinafter referred to as "the Employee".

WITNESSETH: That the Board, in accordance with action taken by the Board in its meeting held on \_\_\_\_\_, and recorded in its minutes, hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**Section 1. Term of Contract.** The term of this contract shall be indefinite. It shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**Section 2. Duties of Employee.** The Employee is hired for the position of \_\_\_\_\_, provided, the duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously, and to the best of his or her ability, experience and talents.

**Section 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**Section 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: Pay day will be on the 15<sup>th</sup> of the month with time cards due at the end of every two weeks. Pay period is from the 15<sup>th</sup> of one month through the 14<sup>th</sup> of the next month. Differences in hours paid and actual hours worked will be adjusted on the following paycheck.

**Section 5. Fringe Benefits. (New Employees Only: \*Following the completion of a sixty-day probationary period, the Employee will then be retroactively entitled to all allowable leave. Two days of sick leave will be available starting on the first day of work.)**

This Employee shall receive the following fringe benefits: Paid Vacation; seven Paid Holidays; Sick Leave; Bereavement and Emergency Leave as described in the handbook. The Employee shall further be entitled to insurance. The Employee releases the Board and the District from any and all claims relating in any way to compensation or benefits (including health insurance benefits), past or future, different than or in addition to that specifically provided for in this contract.

**Section 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the applicable policies of the Board and the rules and regulations of the District which may be changed at any time, with or without notice to the Employee.

**Section 7. Termination of Employment.** This contract creates no property rights in

continued employment and may be terminated by either party, with or without cause or hearing, upon giving thirty (30) calendar days' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's contract and such termination will be effective thirty (30) calendar days from the date of the issuance of the Superintendent's notice.

**Section 8. Compensation Upon Termination.** The Employee agrees that, upon termination of this contract for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract, shall be refunded to the District by the Employee.

**Section 9. Deductions.** The Employee authorizes the District to deduct from each and every period of pay any amounts necessary to offset any damages caused by the negligence, theft, misuse, or misappropriation of the Employee or value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment.

**Section 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement fully and understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement between the Employee and the Board and that no promises, agreements or undertakings, written or oral, not contained herein or in written policies or job descriptions of the District shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by written instrument signed by the Employee and duly authorized representative of the Board.

\_\_\_\_\_  
Employ

\_\_\_\_\_  
Superintendent of Schools

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Executed on behalf of the Board of Education this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

## SUPPORT STAFF ASSIGNMENT

Determining the assignment of each support staff is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent shall consider the qualifications of each support staff and the needs of the school district.

Support staff may be assigned as a Sponsor for extra-curricular activities. Sponsors must be in attendance at all school sponsored events for their assigned activity to supervise their assigned students. Sponsors are expected to supervise their activity until all of their assigned students have left the school premises.

It shall be the responsibility of the superintendent to assign support staff and report such assignments to the board.

Cross Reference: 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 05/08/2017 Revised 09/11/2017

## SUPPORT STAFF EVALUATION

Evaluation of support staff on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the evaluation of support staff shall be to maintain support staff who meet or exceed the board's standards of performance, to clarify each support staff member's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the superintendent to ensure support staff are periodically evaluated.

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## SUPPORT STAFF COMPENSATION

The board shall determine the compensation to be paid for the support staff positions, keeping in mind the education and experience of the support staff member, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of support staff.

Cross Reference:     412.03 Support Staff Contracts  
                          413.02 Support Staff Wage and Overtime Compensation

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## SUPPORT STAFF WAGE AND OVERTIME COMPENSATION

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage rate. This compensation shall be in the form of overtime pay. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

The smallest increment of work time recorded will be one-quarter hour. When recording daily time records, remaining time units of 7 minutes or less shall be rounded down to 0, and units of 8 minutes or more shall be rounded up to one-quarter hour. It is the responsibility of the superintendent or designee to maintain wage records.

Legal Reference: 29 U.S.C. §§ 206 et seq. (1994).  
29 C.F.R. Pt. 778 (1968).

Cross Reference: 412.03 Support Staff Contracts

Approved 06/11/2012 Reviewed 05/08/2017 Revised 12/14/2015

## SUPPORT STAFF WORKERS' COMPENSATION

The district will participate in workers' compensation as required by statute. All employees of the district will be covered by workers' compensation regardless of type of assignment, length of assignment or hours worked per day.

The selected workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to qualifying employees. The amount of workers' compensation wage-replacement and sick leave benefits shall not exceed a regular daily rate of pay.

The superintendent shall be responsible for developing administrative regulations to implement the workers' compensation plan and shall annually review the costs and performance of the plan with the board, making recommendations for changes as necessary.

Legal Reference:      Neb. Statute 48-101 et seq.

Cross Reference:      404    Employee Health and Well-Being  
                                 905    Safety Program

Approved 07/10/2017      Reviewed \_\_\_\_\_      Revised \_\_\_\_\_

## SUPPORT STAFF RESIGNATION

Support staff who wish to resign during the school year shall give the superintendent notice of their intent to resign and to cancel their contract thirty (30) calendar days prior to their last working day.

Notice of the intent to resign and intended final date of employment shall be in writing to the superintendent.

Cross Reference: 412.03 Support Staff Contracts

## SUPPORT STAFF SUSPENSION

Support staff shall perform their assigned jobs, respect and follow board policy and obey the law. The superintendent is authorized to suspend a support staff member with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a support staff member with or without pay.

In the event of a suspension, due process will be followed.

Cross Reference:     405     Employee Conduct and Appearance  
                          414     Support Staff Termination of Employment

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## SUPPORT STAFF DISMISSAL

The board believes classified employees should perform their jobs, respect board policy and obey the law. A support staff member may be dismissed upon 14 days notice or immediately for cause.

It shall be the responsibility of the superintendent to handle the dismissal of support staff. A support staff member may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction-in-force, willful violation of board policy or administrative regulations, or a violation of the law.

Cross Reference:     405     Employee Conduct and Appearance  
                          414.03 Support Staff Suspension  
                          414.05 Support Staff Reduction-In-Force

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## SUPPORT STAFF VACATIONS, HOLIDAYS AND PERSONAL LEAVE

Ten (10) days of unspecified leave are granted to personnel working twenty (20) hours per week or more. Days of leave are available for employees as a security and insurance against emergencies or illness during employment and are not redeemable as severance pay upon separation from the District. This leave may be used for sick leave, bereavement, professional, or personal obligations that arise. Requests will be labeled as sick leave, bereavement leave, professional leave, or personal leave and be ruled on by the building Principal/Supervisor and the Superintendent.

Unused leave days will accumulate as sick leave, up to a maximum of forty (40) day. Unspecified leave must be used before accumulated sick leave is used.

Employees must file the leave request form in order to receive approval for any days they may miss. In case of illness, the form must be turned in the day the employee returns to work. If an emergency arises, employees should file the form BEFORE being gone. If this is not possible, it is to be filed the day the employee returns to work.

### Personal Leave

Personal leave may be granted to employees for the purpose of meeting business or personal obligations or for unforeseen emergencies. Personal leave can only be taken out of the unspecified leave days, not accumulated sick leave days.

Requests for personal leave should be submitted to the immediate supervisor as far in advance as possible. All personal leave requests must be submitted to the office of the Superintendent for consideration. Personal leave is not accumulated.

### Holidays

Full-time employees are eligible for the paid holidays which fall during their months of employment. These holidays are:

Labor Day  
Thanksgiving Day  
December 25  
January 1  
Memorial Day  
July 4

If a holiday occurs while a full-time employee is on sick leave or vacation, the day is not counted as a sick day or a vacation day. An employee must be actively employed the workday before and after the holiday, on vacation, to be paid for the holiday. This does not include Christmas Eve or New Year's Eve, though employees may work those days for regular pay.

Approved 06/11/2012 Reviewed 05/08/2017 Revised 04/11/2016

Vacation

All vacation days must be approved by the supervisor prior to using the days. If an emergency arises for which an employee wishes to use vacation days, the employee should notify the supervisor of such intention at the earliest possible opportunity. Normally, vacation days are scheduled during the summer months when school is not in session and a substitute is not required.

Twelve-month employees are eligible for paid vacation according to the following schedule:

0-1 year	1 day every 2 months	Maximum 5 days per year
2-5 years	5/6 day per month	Maximum 10 days per year
6-10 years	1 day per month	Maximum 12 days per year
11+ years	1.25 days per month	Maximum 15 days per year

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

There is no carry-over or accumulation of unused vacation leave from one year to the next. Any unused vacation days remaining at the end of the year shall be subtracted from the number of vacation days the employee can accumulate, such that the total vacation days will not exceed the maximum in the above schedule. Upon ending employment, unused vacation days will not be paid except to the extent required by law.

Absence Process

Support staff will be paid only for the hours they would have been scheduled for the day.

A) An employee who finds it necessary to be absent from duty shall notify the office of his/her immediate supervisor in advance of such absence of (1) the reason for the absence; and, (2) the anticipated length of absence.

B) Employees requesting leave in order to perform other duties for which they will be compensated (court duty, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed. Approved personal leave shall not be included in the above requirement.

C) Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies.

D) A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

Cross Reference: 410.01 Certificated Employee Vacations, Holidays and Personal  
Leave  
602.01 School Calendar

## SUPPORT STAFF PERSONAL ILLNESS LEAVE

Sick leave is to be used for unavoidable absences due to personal illness or injury. Sick leave for half-time employees accumulates in a similar manner as full-time employees. Sick leave is a type of leave and is taken from unspecified leave and accumulated sick leave. Absences which exceed the employee's accumulated leave days are not paid. However, an employee may elect to use accumulated vacation time as additional sick leave.

Employees who use sick leave must indicate the illness on the corresponding days of their time sheets. In the case of any extended period of absence (three or more days) due to illness or injury, the supervisor may require a doctor's written statement verifying the need for continued leave and specifying the probable time the employee will be able to return to work.

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

Use of sick leave for purposes other than personal illness or abuse of the sick leave provision may result in disciplinary action, including cancellation of the sick leave provision for the employee or termination.

When doctor or dental appointments cannot be made outside the employee's work schedule, sick leave can be used to cover the time needed for such appointments.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board and the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with board policy regarding family and medical leave.

### Absence Process

Support staff will be paid only for the hours they would have been scheduled for the day.

Approved 06/11/2012 Reviewed 05/08/2017 Revised 04/11/2016

A) An employee who finds it necessary to be absent from duty shall notify the office of his/her immediate supervisor in advance of such absence of (1) the reason for the absence; and, (2) the anticipated length of absence.

B) Employees requesting leave in order to perform other duties for which they will be compensated (court duty, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed. Approved personal leave shall not be included in the above requirement.

C) Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies.

D) A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

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

Cross Reference: 404.02 Employee Injury on the Job  
415.03 Support Staff Family and Medical Leave  
415.08 Support Staff Unpaid Leave

## SUPPORT STAFF FAMILY AND MEDICAL LEAVE

The district will comply with all provisions of the Family and Medical Leave Act of 1993 and amendments.

Unpaid family and medical leave will be granted up to twelve (12) weeks in any twelve (12) month period to eligible support staff members for the following reasons:

1. the birth or care of a newborn child within one (1) year of the child's birth;
2. the placement or care by way of adoption or foster care with the staff member within one (1) year of the child's arrival;
3. to care for the staff member's spouse, parent or dependent child with a serious health condition;
4. if the staff member's own serious health condition prevents that employee from performing the functions of the employee's job;
5. in qualifying urgent situations arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Unpaid leave will be granted up to twenty-six (26) weeks during a single twelve (12) month period to eligible support staff members to care for a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness.

For purposes of this policy, the twelve month period is defined as a "rolling period based on the date the leave is requested to begin and looking backward at the last twelve-months of use. Requests for family and medical leave shall be made to the superintendent.

To be eligible for FMLA benefits, a district employee must:

1. have worked for the district for a total of 12 months; and
2. have worked at least 1,250 hours over the previous 12 months.

When meeting the requirements set out in the family and medical leave administrative rules, employees may be allowed or required to substitute paid leave for unpaid family and medical leave according to the terms and conditions of the district's normal leave policies. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Requests for FMLA leave shall be submitted in writing. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act. It shall be the responsibility of the superintendent to implement this policy.

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

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

Cross Reference: 410.03 Certificated Employee Family and Medical Leave

## SUPPORT STAFF FAMILY AND MEDICAL LEAVE

1. School district notice.
  - A. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
  - B. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
  - C. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
    - 1) a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement;
    - 2) a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so;
    - 3) an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
    - 4) a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.
2. Eligible employees:

Employees are eligible for family and medical leave if three criteria are met.

- A. The school district has more than 50 employees on the payroll at the time leave is requested;
- B. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
- C. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

Approved 06/11/2012 Reviewed 05/08/2017 Revised 06/12/2017

3. Employee requesting leave -- two types of leave.
  - A. Foreseeable family and medical leave.
    - 1) Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
    - 2) Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received.
    - 3) Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
  - B. Unforeseeable family and medical leave.
    - 1) Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
    - 2) Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
    - 3) A spouse or family member may give the notice if the employee is unable to personally give notice.
4. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.
  - A. Four purposes.
    - 1) The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
    - 2) The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
    - 3) To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
    - 4) Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
  - B. Medical certification.
    - 1) When required:

- a) Employees shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
  - b) Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
- 2) Employee's medical certification responsibilities:
- a) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
  - b) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
  - c) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
- 3) Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided.

5. Entitlement.

- A. Employees are entitled to twelve weeks unpaid family and medical leave per year.
- B. Year is defined as:

Fiscal year: September 1-August 31

- C. If insufficient leave is available, the school district may:
  - 1) Deny the leave if entitlement is exhausted
  - 2) Award leave available
  
- 6. Type of Leave Requested.
  - A. Continuous - employee will not report to work for set number of days or weeks.
  
  - B. Intermittent - employee requests family and medical leave for separate periods of time.
    - 1) Intermittent leave is available for:
      - a) Birth, adoption or foster care placement of child only with the school district's agreement.
  
      - b) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
  
    - 2) In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
  
    - 3) During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see 7 below.*)
  
  - C. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
    - 1) Reduced work schedule family and medical leave is available for:
      - a) Birth, adoption or foster care placement and subject to the school district's agreement.
  
      - b) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
  
    - 2) In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.

- 3) During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see 7 below.*)

7. Special Rules for Instructional Employees.

- A. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
  - 1) Take leave for the entire period or periods of the planned medical treatment; or
  - 2) Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
- C. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester do not include scheduled school breaks, such as summer, winter or spring break.
  - 1) If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
  - 2) If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
  - 3) If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the

school district may require the employee to continue taking leave until the end of the semester.

- D. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.
8. Employee responsibilities while on family and medical leave.
- A. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
  - B. The employee contribution payments will be deducted from any money owed to the employee or the employee shall reimburse the school district at a time set by the superintendent.
  - C. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
  - D. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
  - E. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
  - F. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.
9. Use of paid leave for family and medical leave.

An employee may substitute unpaid family and medical leave with any paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being

taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

## SUPPORT STAFF FAMILY AND MEDICAL LEAVE DEFINITIONS

Continuing treatment-a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
  - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Eligible Employee-the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job-those functions which are fundamental to the performance of the job. It does not include marginal functions.

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

Employment benefits-all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member-individuals who meet the definition of son, daughter, spouse or parent.

Group health plan-any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health care provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In loco parentis-individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of self-care-that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional employee-an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving

instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent leave-leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary-certification for medical necessity is the same as certification for serious health condition.

"Needed to Care For"-the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Parent-a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or mental disability-a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced leave schedule-a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

#### Serious health condition

- An illness, injury, impairment, or physical or mental condition that involves:
  - Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
  - Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
    - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any

subsequent treatment or period of incapacity relating to the same condition, that also involves:

- Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers,

headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Son or daughter-a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse-a husband or wife recognized by Nebraska law.

## SUPPORT STAFF BEREAVEMENT LEAVE

Typically, classified employees are eligible for a maximum of four days per year with full pay for absence in case of death or critical illness in the immediate family, defined as spouse, children, stepchildren, mother, father, brother, in-laws, grandparent, grandchild, or person in the same home as part of the family. One day may be allowed for the funeral of relative or close friend not defined as "immediate family." Bereavement leave is taken from accumulated leave days and is not accumulated.

The superintendent may approve additional bereavement leave for individual employees on a case-by-case basis.

Bereavement leave is taken from unspecified leave. It may also be taken from accumulated sick leave days on a case by case basis, when approved by the superintendent.

Cross Reference: 415.01 Support Staff Vacations, Holidays and Personal Leave

### SUPPORT STAFF JURY DUTY LEAVE

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Support staff will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Legal Reference: Neb. Statute 25-1640

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_

## SUPPORT STAFF MILITARY SERVICE LEAVE

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

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

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

Upon an honorable discharge from active service, such employee shall be entitled to return to a comparable position as provided by law as long as he or she:

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

The following periods and conditions of return to work apply to the employee who was absent:

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

Approved 06/11/2012 Reviewed 05/08/2017 Revised \_\_\_\_\_



## EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization.
  - A. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
  - B. All contact and messages by coaches with team members shall be sent to all team members.
  - C. Inappropriate contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District.

When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Approved 06/11/2012 Reviewed 04/10/2017 Revised 12/14/2015

## LOUP CITY BOARD POLICY MANUAL

### Section 300 Administration

- 300.01        Role of Administration
  
- 301            Administrative Structure**
  - 301.01        Structure of Management
  - 301.03        Succession of Authority to the Superintendent
  - 301.04        Communication Channels
  
- 302            Superintendent**
  - 302.01        Superintendent Qualifications, Recruitment, Appointment
  - 302.02        Superintendent Contract and Contract Nonrenewal
  - 302.04        Superintendent Duties
  - 302.05        Superintendent Evaluation
  - 302.05R1      Superintendent Evaluation Procedure
  - 302.05R2      Superintendent Job Description
  - 302.06        Superintendent Professional Development
  - 302.08        Superintendent Consulting/Outside Employment
  
- 303            Administrative Employees**
  - 303.01        Administrative Positions
  - 303.02        Administrator Qualifications, Recruitment, Appointment
  - 303.03        Administrator Contract and Contract Nonrenewal
  - 303.05        Administrator Duties
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  - 303.07        Administrator Professional Development
  - 303.09        Administrator Consulting/Outside Employment
  - 303.10        Administrator Residency
  
- 304            Policy Implementation**
  - 304.01        Development and Enforcement of Administrative Regulations
  - 304.03        Handbooks and Directives
  
- 305            Administrator Conduct**
  - 305            Administrator Code of Ethics

## ROLE OF ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It shall be the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## STRUCTURE OF MANAGEMENT

The board and the administrators shall work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It shall be the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator shall support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

If the absence of the superintendent is temporary, the designated principal shall assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board shall appoint an acting superintendent to assume the responsibilities of the superintendent.

All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Cross Reference: 302 Superintendent

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## COMMUNICATION CHANNELS

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns. Policies referenced at the end of this page shall serve as guidelines for additional resolution of conflicts.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Nebraska Statute 79-254 et seq.

Cross Reference: 204.12 Public Participation in Board Meetings  
402.05 Employee Grievances  
504.01 Student Due Process Rights  
506.06 Student Publications  
1005.01 Public Complaints

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall consider applicants that meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board shall also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
42 U.S.C. §§ 2000e et seq. (1994).

Cross Reference: 201.01 Board Powers and Responsibilities  
301 Administrative Structure

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

Before the board approves a proposed contract for superintendent services, or any proposed amendment to an existing contract, the board shall publish a copy of the contract or amendment, and a reasonable estimate and description of all current and future costs to the district if the proposed contract or amendment were to be approved, at least three days before the board meeting at which it will be considered. This publication shall also specify the date, time, and place of this public meeting. Electronic publication on the web site of the district shall satisfy this publication requirement if it is prominently displayed and allows public access to the entire proposed contract or amendment.

After the board approves the contract or contract amendments the board shall publish a copy of the contract, and a reasonable estimate and description of all current and future costs to the district that will be incurred as a result of the contract, within two days after the board meeting at which it was approved. Electronic publication on the web site must be prominently displayed as described above.

After approval of the contract or contract amendments, the board shall file a copy of the contract or amendments with the State Department of Education on or before August 1.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. The superintendent's contract shall be deemed renewed and will remain in full force unless it is amended or not renewed. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

In the event of nonrenewal, termination or amendment of a contract, the board shall afford the superintendent appropriate due process, including notice of its intent by April 15. Unless continued by mutual written agreement according to statutory procedures, the board shall take final action on the contract by May 15.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:                      Neb. Statute 79-822 et seq.

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

(A) The Superintendent shall attend all meetings of the Board and such meetings of the Board committees as the Superintendent may deem desirable except when his/her own efficiency or salary is under consideration.

(B) The Superintendent shall enforce the policies and regulations of the Board of Education, submit for adoption by the Board of Education the annual school calendar, present recommendations for Board policy, make a continuous study of the development and needs of the schools, and prepare reports to the Board of Education on the condition and development of the schools. The Superintendent shall also acquaint the public with the activities and needs of the schools.

(C) The Superintendent shall recommend to the Board of Education for appointment all personnel including those required for teaching, supervision, clerical work, maintenance of buildings, custodial service, or any other type of service which may be necessary for the operation of the schools.

(D) The Superintendent shall be responsible for the assignment, alteration of assignment, transfer, suspension, and recommendation for promotion or dismissal of any employee of the Board of Education except with regard to the Superintendency.

(E) The Superintendent shall be responsible for the conduct of the instructional program and shall provide courses of study, textbooks, supplies, and supervision for the instructional program.

(F) The Superintendent shall have the right to consolidate classes, assign pupils to buildings and classes, and may, for cause, suspend or expel pupils from school.

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

(G) The Superintendent shall be responsible for the development, maintenance, and operation of a constructive program of staff development for all employees of the school system, and for this service the Superintendent shall have power under budget control to employ lecturers, grant temporary leaves from work, and develop professional library facilities as required.

(H) The Superintendent shall maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all departments, and report in writing to the Board of Education findings and recommendations as requested.

(I) The Superintendent shall have the responsibility of the formation of school policies, plans and programs, and by the preparation and presentation of facts, explanations, and recommendations the Superintendent shall assist the Board of Education in its duties of legislation and policy making for the schools.

(J) In order to expedite the work of the schools, the Superintendent shall issue such administrative manuals or booklets of instruction as the Superintendent may deem necessary for the effective administration of the schools. These manuals shall be distributed to the employees directly concerned. Insofar as the provisions of such manuals are not in violation of the policies and regulations or the officially adopted practices and procedures of the Board or the statutes of the State, these shall be binding upon all employees.

(K) The Superintendent shall have power to form advisory committees or councils, including members who are not employees of the Board of Education, to advise the Superintendent in formulating policies and plans for carrying on the work of the schools. The work of such committees shall be advisory only and without expense to the School District.

(L) The Superintendent of Schools may delegate duties or work to subordinate officers or employees as required for the effective administration of the school system except in such matters as when the statutes or resolutions of the Board of Education prohibit the delegation of such authority. Work completed upon delegation of the Superintendent shall be deemed as having been done by the Superintendent of Schools.

(M) All reports or recommendations to the Board from any officer or employee under the direction of the Superintendent shall be made to the office of the Superintendent unless otherwise directed by the Board of Education.

(N) A job description for the Superintendent will be adopted from time to time by the Board of Education.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the



## SUPERINTENDENT EVALUATION

The Superintendent shall be evaluated by the Board of Education annually. The evaluation shall relate to duties identified in the job description and annual job targets established in cooperation with the Board of Education. The evaluation shall be a composite summary of the total Board. The evaluation discussion shall be with the entire Board at a regular or special meeting and identifying job strengths as well as suggested areas of improvement or emphasis. Summary meetings with the Superintendent may be done by a Board-appointed committee.

The evaluation discussion, unless by request to be public by the Superintendent shall be in executive session. The Superintendent shall prepare by giving a status report concerning job targets and conducting a self-evaluation. The board does its part by examining sources of information related to the job targets and the job description of the Superintendent and by completing the appropriate evaluation forms.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
4. The board as a whole shall discuss its evaluation with the superintendent in closed session; and
5. The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Neb. Statute 79-828

Cross Reference: 202.03 Board Self-Evaluation  
204.06 Closed Sessions  
302.01 Superintendent Qualifications, Recruitment, Appointment

Approved 06/11/2012 Reviewed 03/13/2017 Revised 11/12/2018



# **Superintendent Standards and Evaluation Process**

Adopted, November 12, 2018

## **Superintendent Evaluation**

The Loup City Public Schools consists of process guidelines, the evaluation instrument, and performance targets.

### Process Guidelines

- The board president shall notify board members that the evaluation is scheduled, and each board member will receive a copy of the evaluation instrument with the following additional items:
  - A list of the superintendent accomplishments for the year;
  - A self-evaluation/assessment by the superintendent using the evaluation instrument including comments and any evidence or artifacts;
  - The superintendent's performance targets.
- Each board member will complete the rating and comment section of the evaluation instrument.
- The board president or designee will review and compile all individual ratings and comments into a draft evaluation summary.
- The board president will meet with all board members in a closed session, if appropriate and necessary, to review the draft summary and build consensus among board members on the strengths and recommended areas for improvement, as reflected in the evaluation summary.
- The board will summarize the evaluation, consider contract renewal, and take official action in an open session.
- The board may contact outside interest groups for information on the superintendent's performance.

### **Evaluation Documents:**

Superintendent Evaluation Instrument  
Superintendent Performance Targets Superintendent  
Evaluation Summary

### **Evaluation Definitions:**

***The following definitions are to assist the individual completing the evaluation with understanding the rubrics associated with the standards and indicators. Evidence and artifacts are used to complete an effective evaluation.***

***Needs Improvement: There is little or no evidence of the standards and indicators being implemented or accomplished.***

***Developing: There is evidence of some standards and indicators being implemented or accomplished. Identified indicators may not be at the desired level of the board. These indicators may not be fully developed or consistently implemented.***

***Effective: There is evidence that supports the standards and indicators are being fully implemented.***

***Highly Effective: The evidence of the implementation exceeds the expectations of the board relative to the standards or indicators.***

**Comments on rating and evidence:** Comments should relate to the standards, indicators, or evidence and provide clear guidance or commendation.

***Performance Targets:*** Specific, measurable performance outcomes that will be accomplished during the year. The targets may be tied to the district's shared vision and strategic direction or may be a priority area identified by the superintendent or the board.

***Meets Expectations:*** Once the input has been gathered and reviewed and the summary is completed, there is ample evidence the superintendent is meeting the standards and indicators of performance.

***Does Not Meet Expectations:*** Once the input has been gathered and reviewed and the summary is completed, there is little or no evidence the superintendent is meeting the standards and indicators of performance.

***Improvement Plan:*** If there are standards and indicators toward which the superintendent needs improvement or development, the board may require specific action for improvement on those standards and indicators.

Superintendent Evaluation Instrument

**1. Shared Vision and Strategic Direction**

***The superintendent leads the development and implementation of a shared vision, strategic direction, and goals that reflect the district’s core values, beliefs, and priorities.***

**Indicators**

1. Develops and implements a shared vision and strategic direction that guides the district into supporting high expectations for student achievement.
2. Partners with the board of education and key community constituents in the development of the shared vision and strategic direction.
3. Ensures the shared vision and strategic direction represents the current and future needs of the district and school community.
4. Engages constituents within the district and school community to develop a commitment to the shared vision and the strategic direction.
5. Continually models and reinforces commitment to the shared vision through the use of diverse communication strategies.
6. Routinely solicits feedback—including periodic review and revision of the shared vision and strategic direction—with input from students, parents, staff, administrators, board members, and the community.

<input type="checkbox"/>	<p><b>Needs Improvement</b></p> <ul style="list-style-type: none"> <li>➤ <i>Shared vision and strategic direction are not documented</i></li> <li>➤ <i>Constituents and stakeholders have no or limited engagement in the vision/direction</i></li> <li>➤ <i>No evidence of routine feedback or review</i></li> </ul>
<input type="checkbox"/>	<p><b>Developing</b></p> <ul style="list-style-type: none"> <li>➤ <i>Vision or direction is documented</i></li> <li>➤ <i>Some evidence of constituent engagement</i></li> <li>➤ <i>Some evidence of feedback and review</i></li> </ul>
<input type="checkbox"/>	<p><b>Effective</b></p> <ul style="list-style-type: none"> <li>➤ <i>Vision and direction are documented and used to guide the district</i></li> <li>➤ <i>Evidence of engagement with constituents in development and implementation of strategic direction</i></li> <li>➤ <i>Evidence of progress, feedback, and review</i></li> </ul>
<input type="checkbox"/>	<p><b>Highly Effective</b></p> <ul style="list-style-type: none"> <li>➤ <i>Vision and direction are documented with measurable outcomes, which are appropriate for the organizational context and guide the district</i></li> <li>➤ <i>Evidence of engagement with constituents in development and implementation of strategic direction</i></li> <li>➤ <i>Evidence of progress, feedback, and review including input from board, administrators, teachers, students, and parents</i></li> </ul>

**Comments on rating and/or evidence:**

## 2. Board, Policy, and the Education System

*The superintendent provides direction for the board in policy development and district governance within the political, social, economic, or legal context in which the district exists.*

### Indicators

1. Actively and continually fosters board relationships, and keeps board members informed and engaged in development.
2. Proactively responds to district needs and policy priorities.
3. Provides leadership in the compliance, review, and development of local policy.
4. Stays current on, responds to, and advocates for state or federal policy, as needed to support the district's shared vision and strategic direction.
5. Collaboratively works to influence local, district, state, and national decisions impacting student learning.

<input type="checkbox"/>	<p><b>Needs Improvement</b></p> <ul style="list-style-type: none"> <li>➤ Limited or inconsistent communication with board members</li> <li>➤ Policies are outdated, not in compliance with state or federal law, or not routinely reviewed</li> <li>➤ No evidence of collaborative practice to influence decisions impacting student learning</li> </ul>
<input type="checkbox"/>	<p><b>Developing</b></p> <ul style="list-style-type: none"> <li>➤ Provides updates and communicates regularly with board members</li> <li>➤ Policies are routinely updated</li> <li>➤ Uses some collaborative strategies at the local level</li> </ul>
<input type="checkbox"/>	<p><b>Effective</b></p> <ul style="list-style-type: none"> <li>➤ Engages board members in district needs and policy priorities</li> <li>➤ Policies are consistently reviewed and developed to incorporate state or federal policy, as needed</li> <li>➤ Some evidence of strategies to influence local, state, and national decisions</li> </ul>
<input type="checkbox"/>	<p><b>Highly Effective</b></p> <ul style="list-style-type: none"> <li>➤ Actively and consistently engages board members in district needs and policy priorities</li> <li>➤ Evidence of leadership in compliance, review, and development of local policies</li> <li>➤ Evidence of collaborative support to influence local, state, and national decision</li> </ul>

**Comments on rating and/or evidence:**

### 3. Collaboration with Families and Community

***The superintendent leads through a collaborative process engaging all stakeholders and mobilizing community resources in support of the vision and strategic direction of the school district.***

#### Indicators

1. Communicates regularly and openly with families and stakeholders in the community about the district, school(s), students, needs, challenges and accomplishments.
2. Maintains a presence in the district/school community to understand its strengths and needs.
3. Understands and is engaged with community needs, priorities, and resources.
4. Models collaboration within the organization and encourages collaboration between administrators, teachers, families and the community at the school level.

<input type="checkbox"/> <b>Needs Improvement</b> <ul style="list-style-type: none"><li>➤ Little or no evidence of collaboration in the organization</li><li>➤ Little or no evidence of consistent communication with families and stakeholders</li><li>➤ Little or no evidence of engagement with community organizations, or community activities</li><li>➤ Little or no evidence of identification of community needs, priorities, or resources</li></ul>
<input type="checkbox"/> <b>Developing</b> <ul style="list-style-type: none"><li>➤ Some evidence of collaboration in the organization</li><li>➤ Some communication of school activities with families through newsletters and/or district website</li><li>➤ Participates in some community organizations or activities such as the Chamber and service organizations</li><li>➤ Demonstrates awareness of community needs, priorities, and resources</li></ul>
<input type="checkbox"/> <b>Effective</b> <ul style="list-style-type: none"><li>➤ Routinely collaborates with board members and staff</li><li>➤ Routinely uses oral and written communication strategies with families and the community regarding school activities and student achievement</li><li>➤ Actively involved in community organizations or activities, such as the Chamber, or service organizations</li><li>➤ Recognizes some community needs, priorities, or resources in the district and school planning.</li><li>➤ Ensures engagement of administrators, teachers, families, and community</li></ul>
<input type="checkbox"/> <b>Highly Effective</b> <ul style="list-style-type: none"><li>➤ Models collaboration and supports staff collaboration throughout the organization</li><li>➤ Engages families and community stakeholders through routine and consistent oral and written communication strategies regarding school activities and student achievement</li><li>➤ Provides leadership and active participation in community organizations or activities such as the Chamber or service</li></ul>

**Comments on rating and/or evidence:**

#### 4. Continuous Improvement and Accountability

*The superintendent promotes student success through a clearly defined process of accountability and a culture of continuous improvement.*

##### Indicators

1. Demonstrates a commitment to accountability by modeling and ensuring everyone is held accountable for student success.
2. Systematically reviews, anticipates, and analyzes emerging trends and innovative strategies to continually improve all elements of the system.
3. Maintains comprehensive and current information about student progress, academic achievement, and school(s) and district effectiveness.
4. Makes informed recommendations to the board and makes decisions based on multiple data sources.
5. Engages families and communities on student needs, successes, and challenges on a regular basis.
6. Aligns district processes with state and national indicators of quality, accreditation, and accountability.

<input type="checkbox"/> <b>Needs Improvement</b> <ul style="list-style-type: none"><li>➤ Little or no evidence of innovation or continuous improvement</li><li>➤ Little or no evidence of student information guiding decision-making</li><li>➤ Little or no evidence of use of quality indicators to guide district planning or practice</li></ul>
<input type="checkbox"/> <b>Developing</b> <ul style="list-style-type: none"><li>➤ Some evidence of continuous improvement and innovation</li><li>➤ Student information is used to guide decision-making</li><li>➤ Some quality indicators/accreditation standards guide district planning and practice</li></ul>
<input type="checkbox"/> <b>Effective</b> <ul style="list-style-type: none"><li>➤ Evidence of the use of some systematic review or emerging trends and innovation in continuous improvement process</li><li>➤ Information on student progress and achievement is used for planning and decision-making</li><li>➤ Alignment between district and state quality indicators for accreditation and accountability</li></ul>
<input type="checkbox"/> <b>Highly Effective</b> <ul style="list-style-type: none"><li>➤ Strategic, comprehensive continuous improvement process incorporating emerging trends and innovation</li><li>➤ Comprehensive and current information on student progress and achievement is available and utilized in decision-making</li><li>➤ Clear PK-12 alignment between district/state/national indicators of quality, accreditation, and accountability</li></ul>

**Comments on rating and/or evidence:**

## 5. Teaching and Learning

***The superintendent ensures student success through continuous improvement and leadership focused on evidence-based practices in teaching and learning.***

### Indicators

1. Ensures the implementation of a coherent system of curriculum, instruction and assessment that aligns with the shared vision, is culturally responsive and embodies high expectations.
2. Communicates high expectations for student achievement that is accomplished by a data- driven approach that produces effective results.
3. Ensures district/school curriculum and programs are research-based and innovative and provide learning experiences and opportunities that lead all students to success at the next level.
4. Ensures curricular and programmatic expectations are available for review and input by students, parents, and community members.
5. Monitors and supports the implementation of research-based, instructional practices.

<input type="checkbox"/>	<p><b>Needs Improvement</b></p> <ul style="list-style-type: none"> <li>➤ <i>Little or no evidence of high expectations of student achievement</i></li> <li>➤ <i>Little or no evidence of a written curriculum</i></li> <li>➤ <i>Little or no evidence of programmatic or curriculum review or input</i></li> <li>➤ <i>Little or no evidence of consistency or continual improvement of instructional practices</i></li> </ul>
<input type="checkbox"/>	<p><b>Developing</b></p> <ul style="list-style-type: none"> <li>➤ <i>Some evidence of high expectations of student achievement</i></li> <li>➤ <i>Written curriculum is evident in most subject areas</i></li> <li>➤ <i>Written curriculum and programmatic expectations are available in most subject areas and most programs for students, parents, and community</i></li> <li>➤ <i>Instructional practices have some consistency and some on-going improvement</i></li> </ul>
<input type="checkbox"/>	<p><b>Effective</b></p> <ul style="list-style-type: none"> <li>➤ <i>High expectations are clearly and consistently communicated and monitored</i></li> <li>➤ <i>Written curriculum is developed, monitored, and adjusted</i></li> <li>➤ <i>Written curriculum and programmatic expectations are available in all subject areas and all programs for students, parents, and community</i></li> <li>➤ <i>Instructional process and practices are consistent with ongoing improvement</i></li> </ul>
<input type="checkbox"/>	<p><b>Highly Effective</b></p> <ul style="list-style-type: none"> <li>➤ <i>Data-driven high expectations of student achievement and monitoring of progress</i></li> <li>➤ <i>Written curriculum is designed to provide equitable and challenging learning experiences and is routinely monitored and adjusted</i></li> <li>➤ <i>Written curriculum and programmatic expectations are available in all subject areas and all programs for students, parents, and community review and input</i></li> <li>➤ <i>Continual improvement of Instructional processes is monitored and enhanced with best practices</i></li> </ul>

**Comments on rating and/or evidence:**

## 6. Personnel Leadership

**The superintendent effectively uses strategies, processes, and systems to hire, develop and retain high-performing personnel who demonstrate a shared commitment to student success.**

### Indicators

1. Ensures the necessary personnel and financial resources are allocated to achieve the district's shared vision and strategic direction.
2. Implements human resources systems and processes that address:
  - recruitment, hiring and induction;
  - evaluation and retention; and
  - short-term and long-term planning reflective of personnel needs.
3. Creates a comprehensive system of professional development for all personnel.

<input type="checkbox"/>	<p><b>Needs Improvement</b></p> <ul style="list-style-type: none"> <li>➤ Little or no evidence of alignment of personnel and financial resources with district strategic vision or plan</li> <li>➤ Little or no evidence of short or long-term personnel planning</li> <li>➤ Little or no evidence of modeling lifelong learning</li> </ul>
<input type="checkbox"/>	<p><b>Developing</b></p> <ul style="list-style-type: none"> <li>➤ Some evidence of alignment of personnel and financial resource allocation to achieve district vision and direction</li> <li>➤ Some evidence of short-term and long-term personnel planning</li> <li>➤ Some evidence of participation in lifelong learning activities</li> </ul>
<input type="checkbox"/>	<p><b>Effective</b></p> <ul style="list-style-type: none"> <li>➤ Evidence of alignment of personnel and financial resource allocation to achieve district vision and direction</li> <li>➤ Short-term and long-term planning that address recruitment, induction, development, evaluation, and retention of high-performing diverse staff is in place</li> <li>➤ Evidence of on-going modeling of lifelong learning</li> </ul>
<input type="checkbox"/>	<p><b>Highly Effective</b></p> <ul style="list-style-type: none"> <li>➤ Evidence of ongoing strategic planning to ensure personnel and financial resources are allocated to achieve district vision and direction</li> <li>➤ Short-term and long-term planning that address recruitment, induction, development, evaluation, and retention of high-performing diverse staff is in place, reviewed, and monitored</li> <li>➤ Models lifelong learning by engaging and applying ongoing professional development</li> </ul>

**Comments on rating and/or evidence:**

## 7. Systems Leadership and Management

***The superintendent promotes student success by managing the organizational structure and resources in a way that ensures a safe, efficient, and effective learning environment.***

### Indicators

1. Ensures business processes and systems are in place for budgeting and financial planning.
2. Communicates expectations that align board and district vision with the use of physical and financial resources of the district.
3. Uses a systems approach that optimizes the use of facilities and transportation while maintaining a focus on clean, updated, safe, and secure facilities and vehicles.
4. Identifies and resolves issues, manages conflicts and builds consensus about the use of physical and financial resources of the district.

<input type="checkbox"/>	<p><b>Needs Improvement</b></p> <ul style="list-style-type: none"> <li>➤ Business processes are out of date and not clearly linked to student learning and success</li> <li>➤ Facilities/Transportation are not up-to-date, clean, safe, and secure</li> <li>➤ Little evidence of building consensus, managing conflict, and resolving operational issues</li> </ul>
<input type="checkbox"/>	<p><b>Developing</b></p> <ul style="list-style-type: none"> <li>➤ Most business processes in place and using current best practices but not clearly linked to student learning and success</li> <li>➤ Some evidence of facility/transportation planning, with fairly clean and safe facilities</li> <li>➤ Manages operational issues with little or no conflict</li> </ul>
<input type="checkbox"/>	<p><b>Effective</b></p> <ul style="list-style-type: none"> <li>➤ Business processes are in place using current best practices with a clear priority on student learning and success</li> <li>➤ Processes are in place for ongoing facility/transportation planning and facilities; and vehicles are clean, safe and secure</li> <li>➤ Manages operational issues with little or no conflict and builds some consensus</li> </ul>
<input type="checkbox"/>	<p><b>Highly Effective</b></p> <ul style="list-style-type: none"> <li>➤ Business processes are in place using current best practices and are organized and reported to clearly link with the priority of student learning and success</li> <li>➤ Processes are in place for optimizing facilities and transportation through planning; and a priority focus is on clean, updated, safe, and secure facilities and vehicles</li> <li>➤ Identifies and resolves operational issues, manages conflict, and builds consensus</li> </ul>

**Comments on rating and/or evidence:**

## 8. Equity, Climate, and Culture

***The superintendent fosters and monitors district climate and culture to ensure equity and enhance the academic, physical, social, and emotional growth of all students.***

### Indicators

1. Creates a school system in which shared vision on equity and equitable practices are the norm.
2. Develops processes and programs that support the academic, physical, social, and emotional growth of all students.
3. Visibly and actively develops and communicates a positive and responsive culture of high expectations and well-being for self, staff and all students.

<input type="checkbox"/> <b>Needs Improvement</b> <ul style="list-style-type: none"><li>➤ Little of no evidence of a shared vision on equity or equitable practices</li><li>➤ Little or no evidence that leadership promotes a sense of well-being, valuing diversity, and grounded in trust</li><li>➤ Little or no evidence of a responsive culture of high expectations</li></ul>
<input type="checkbox"/> <b>Developing</b> <ul style="list-style-type: none"><li>➤ Some evidence of shared vision on equity and equitable practices</li><li>➤ Some evidence that the leadership team promotes a sense of well-being, valuing diversity, and grounded in trust</li><li>➤ Some evidence of a responsive culture of high expectations</li></ul>
<input type="checkbox"/> <b>Effective</b> <ul style="list-style-type: none"><li>➤ Shared vision on equity and equitable practices is evident through professional learning</li><li>➤ Leadership team promotes a sense of well-being, valuing diversity, and grounded in trust through communication processes and district procedures</li><li>➤ Communication processes promote a culture of high expectations for self, staff, and all students</li></ul>
<input type="checkbox"/> <b>Highly Effective</b> <ul style="list-style-type: none"><li>➤ Shared vision on equity and equitable practices is the norm through professional development, district processes, and procedures; and, is validated through an annual student/staff climate survey</li><li>➤ Leadership team ensures a sense of well-being, valuing diversity, and grounded in trust through communication processes and district procedures; and, is validated through an annual student/staff climate survey</li><li>➤ Communication processes and annual student/staff climate survey validates a culture of high expectations for self, staff, and all students</li></ul>

***Comments on rating and/or evidence:***



Superintendent Performance Targets

Clearly identify two or three significant performance targets to be accomplished through superintendent leadership during the next year. These targets must be specific and measurable and integrate with the district's shared vision and strategic direction.

<p><b>Performance Target:</b></p> <p><b>Measure of Success or Evidence:</b></p> <p><b>Comments:</b></p>
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<p><b>Performance Target:</b></p> <p><b>Measure of Success or Evidence:</b></p> <p><b>Comments:</b></p>
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<p><b>Performance Target:</b></p> <p><b>Measure of Success or Evidence:</b></p> <p><b>Comments:</b></p>
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<p><b><i>Summary Comments/Recommendations</i></b></p>
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## **Superintendent Evaluation Summary**

### **1. Shared Vision and Strategic Direction**

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### **2. Board, Policy, and the Education System**

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### **3. Collaboration with Families and Community**

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### **4. Continuous Improvement and Accountability**

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### **5. Teaching and Learning**

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### **6. Personnel Leadership**

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### 7. Systems Leadership and Management

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### 8. Equity, Climate, and Culture

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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### 9. Leadership, Conduct, and Professional Growth

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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- Meets Expectations; Recommend Contract Renewal
- Improvement Plan attached; Recommend Contract Renewal
- Does Not Meet Expectations; Do Not Recommend Contract Renewal

Board President Signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SUPERINTENDENT EVALUATION PROCEDURE

### First Contract Year:

In November a copy of the Superintendent's job description will be given to board members as well as an evaluation form. Each member will evaluate the Superintendent on each job function and return the evaluation form to the board Personnel Committee assigned to summarize the results. In December, the board will then discuss the summarization with the Superintendent. After the board meeting and discussion, the separate board members' evaluations shall be reduced to one single form that is reflective of the total board and shared with the Superintendent.

The Superintendent's new or revised job targets shall be determined from the evaluation. Coordination with overall district goals is encouraged.

In April, a second evaluation will be done on the superintendent based on the job description and job targets designed during the fall evaluation. New or revised job targets shall be determined from the evaluation.

### Subsequent Contract Years:

In November, the Board President will provide all board members with an evaluation review tool. This tool will be designed based on the previous evaluations, taking into account areas of concern and job targets created during the spring evaluation. The summary and discussion of the Evaluation Review will take place during the Regular December Board Meeting.

In April, the formal evaluation process as outlined above will be conducted. The discussion on this evaluation and update or creation of job targets shall be conducted at the Regular May Board Meeting.

## CYCLE FOR SUPERINTENDENT'S APPRAISAL

### First Year of Contract:

- November -- Form given to board and completed by individuals; summarization by Board President between meeting.
- December -- Evaluation, discussion and summarization with board.
- April -- Form given to board and completed by individuals; summarization by Board President between meeting.
- May -- Evaluation, discussion, and summarization with board.

Approved 06/11/2012 Reviewed 03/13/2017 Revised 04/09/2018

Subsequent Contract Years:

- November -- Evaluation Review Form given to all board members and completed by individuals; summarization by Board President between meetings
- December -- Discussion of Evaluation Review
- January -- Contract offer or nonrenewal determination
- April -- Evaluation Form given to board and completed by individuals; summarization by Board President between meeting.
- May -- Evaluation, discussion, and summarization with board.

The above time line may be adjusted in the case of a new Superintendent that is given a one year initial contract.

SUPERINTENDENT'S EVALUATION FORM

Job Description (attached)

Areas of Strength

Areas for Improvement

Comments

**TITLE:**

Superintendent of Schools

**QUALIFICATIONS:**

1. An administrative certificate from the Nebraska Department of Education
2. Experience as a classroom teacher

**REPORTS TO:**

Board of Education

**JOB GOAL:**

The Superintendent of Schools serves as executive officer of the Board of Education. As executive officer, the Superintendent implements the decisions and directives of the Board of Education. In addition, the Superintendent recommends to the Board, education policies, programs and services designed to achieve the highest standards of excellence in education in the district.

The Superintendent provides the initiative, the driving force, and the technical guidance for successful operation and the improvement of the school system. The delegation of responsibility and authority for the operation of various functions of the school is required by the Superintendent. Through administrative leadership, the Superintendent is responsible for management of all district resources so as to accomplish the goals, carry out the policies and implement the programs and services defined by the Board.

**PERFORMANCE RESPONSIBILITIES:**

Superintendent / Board Relations

Goal: The Superintendent will support and facilitate the work of the Board of Education

1. Performs all tasks as may be assigned by the Board of Education
2. Acts as advisor to the Board of Education during negotiations providing information as needed and requested by the negotiating team and Board of Education
3. Attends all meetings of the Board of Education
4. Plans agenda, in consultation with the President of the Board, for all Board of Education meetings and prepares supporting material and information to distribute to Board members in advance or during meetings
5. Recommends to the Board of Education a calendar for each academic year specifying the opening and closing dates, vacation periods and other special activities for the academic year
6. Assists the Board members in providing for orientation and development of newly-elected members
7. Assists the Board members in providing for continuous development of knowledge, skills and attitudes

Communication

Goal: As chief executive officer, the Superintendent serves as the channel through which communication is received.

1. Communicates clearly with staff, students, parents and community both verbally and in written form
2. Communicates appropriate district information and in a timely manner with all staff
3. Communicates to all staff members, directly through delegation, actions of the Board relating to personnel matters
4. Conducts meetings as necessary with administrators, certified staff and support staff concerning the improvement and welfare of the school district
5. Maintains open and appropriate communication with the Board of Education

#### Leadership and Planning

Goal: The Superintendent of Schools establishes long-range plans for the district in the areas of buildings and facilities, curriculum and instruction, budget and finance and personnel.

1. Provides for the continuous study and evaluation of the programs, activities and facilities of the school and reports such to the Board of Education
2. Develops and recommends to the Board of Education short and long-range administrative plans for accomplishing goals established by the Board of Education and administration
3. Communicate the educational vision and priorities effectively to staff, students and community

#### Policy Development and Implementation

Goal: The Superintendent of Schools recommends to the Board of Education policies and rules and regulations necessary for effective administrative leadership of the district. The Superintendent maintains policies on a current up-to-date basis so that the school district is both governed and administered in an effective and efficient manner.

1. Reviews periodically all district policies and practices for accuracy, effectiveness and appropriateness to the operation of the district
2. Recommends to the Board of Education revisions and policies as deemed appropriate and recommends where new policies are needed
3. Studies periodically all policies for discrepancies between policy and practice
4. Ensures the policies / procedures / operational protocol / administrative guidelines and school law regulations are carried out and promote a safe, respectful and healthy school environment
5. Develops appropriate administrative rules and regulations for implementing district policy
6. Interprets Board policy to the district staff and district patrons

#### Business Affairs

Goal: Under the direction and guidance of the Superintendent, budgets are prepared supportive of the needs of the district. The Superintendent establishes general policy and guidelines for budget development, as determined by the Board. The Superintendent ensures that the financial resources of the district are managed in such a way as to maintain fiscal integrity and cost effectiveness of programs and services.

1. Supervises and directs the development and preparation of annual budget to be submitted to the Board of Education for approval

2. Engages the Board of Education in a series of budget-related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget
3. Approves and purchases all supplies and equipment for the schools within the limits of the budget and good judgment
4. Manages the district's real estate, property and insurance programs
5. Develops and administers a program for the purpose of requesting and purchasing supplies, equipment and textbooks
6. Provides general direction and general supervision of the processes of fiscal accounting and record keeping
7. Establishes formats for reporting of the district financial activities and status reports to the Board
8. Recommends to the Board of Education long-range fiscal plans to provide for adequate staff, instructional programs, related services, buildings, facilities and equipment
9. Ensures that procedures are developed and followed for the accounting, investing, receipting and audit requirements
10. Records and files all official documents involved in business transactions such as contracts, agreements, real estate titles, abstracts, etc.

#### Transportation

Goal: In cooperation with the Transportation Supervisor, the Superintendent organizes and administers a safe and efficient transportation program, and assures that all state and federal rules are met. The role of the Superintendent is a general, supervisory role, while the Transportation Supervisor's role is the day-to-day monitoring, activity scheduling and maintaining mechanically sound vehicles.

1. Conducts appropriate driver meetings to convey school procedures and policy
2. Maintains relevant records related to the transportation program
3. Recommends to the Board procedures, policies and the purchase of transportation vehicles and equipment
4. Employs and maintains a well-qualified staff of drivers
5. Assists Transportation Supervisor in defining routes and deciding whether to hold school in cases of inclement weather
6. Annually evaluates Transportation Supervisor and the bus drivers' performance

#### Curriculum and Instruction

Goal: The Superintendent of Schools assists the Board of Education in defining and implementing mission, purpose and goals into effective programs of instruction for students. The Superintendent is responsible for development of instructional programs based upon the needs of the students, parents and patrons as directed by the Nebraska Department of Education.

1. Organizes and administers a school-wide K-12 plan for curriculum development
2. Provides active leadership that results in the establishment of curriculum mission, purpose and goals
3. Implements programs of instruction and instructional services
4. Utilizes members of the Board of Education, patrons, professional staff and students

5. Provides for needs assessments
6. Reports periodically to the Board of Education data indicating levels of student achievement
7. Approves revisions of courses of study, new courses of study and instructional programs

#### Personnel / Staff

Goal: The Superintendent of Schools is the personnel director of the district. The Superintendent of Schools recommends to the Board of Education the selection of candidates to fill all positions. The Superintendent directly supervises and evaluates the Principals and selected non-certified positions. The Superintendent of Schools coordinates the programs, activities and services of the district through the effective use of the school staff.

1. Selects and recommends to the Board of Education the appointment of all personnel which may be necessary for the operation of the school
2. Is fully responsible for the assignment, alteration of assignment, transfer and/or suspension of employees
3. Maintains communication between all employees and the Board of Education
4. Makes salary recommendations for consideration by the Board of Education
5. Supervises and evaluates the Principal
6. Develops and maintains job descriptions for all staff, subject to Board review and approval
7. Administers or delegates procedures for evaluating the performance of all non-certified employees
8. Maintains through the office of the Superintendent proper personnel records for all school employees
9. Plans and directs programs for recruiting, screening, hiring, training and performance evaluations of all employees
10. Administers district employee benefit programs
11. Encourages staff to involve themselves in professional development
12. Provides for the development and implementation of continuous programs of staff in-service
13. Provides for the periodic evaluation and revision of all personnel policies, rules, regulations and procedures

#### Management and Administration

Goal: The Superintendent of Schools administers day-to-day, week-to-week and year-to-year operations of the district. Also, the Superintendent of Schools coordinates and supervises the general management and administration of the district that is delegated to other personnel.

1. Maintains safe and effective operation and maintenance of buildings and equipment of the schools; including inspections of both exterior and interior premises and implementing action
2. Identifies facility needs and supervises facility construction
3. Coordinates rental of school facilities to external groups

4. Develops and updates plans for major building maintenance and repair; recommends such plans to the Board of Education for major building maintenance and repair
5. Possesses final administrative responsibility and authority for the Chap I, Special Education, food services and federal and state grant programs of the school
6. Closes school in emergency situations or inclement weather conditions
7. Provides for the filing of local, state and federal reports as required by the rules and regulations of the Board of Education, the Nebraska Department of Education and state and federal laws
8. Acts under own discretion whenever decisions are required and Board of Education policy is lacking
9. Assists the Board of Education in developing annual and long-range goals for the school district
10. Provides for maintenance of accurate and adequate district records including systems of financial accounts, business and property records, personnel, school population and scholastic records, titles and other official records

#### School-Community

Goal: The Superintendent of Schools maintains active and open communication throughout the school community. The Superintendent maintains effective levels of communication that provide for both dissemination and receipt of ideas, concerns and recommendations. The Superintendent acts as the official agent of the district on behalf of the Board of Education. The Superintendent maintains responsive relationships with all constituents providing for two-way flows of communication within and among all members of the school community.

1. Prepares formal plan for communication within the school-community
2. Maintains active roles in designated community organizations
3. Maintains effective relationships with local media
4. Responds to concerns of patrons in prompt, courteous and professional manners
5. Provides for periodic assessment of patron attitudes concerning school programs, activities, policies and/or procedures
6. Maintains effective relations with school advisory and advocate groups
7. Represents the school district in its dealings with other school systems, institutions and agencies, community organizations and general public
8. Maintains and manages the District's social media presence in a positive manner

#### Professional Growth and Development

Goal: The Superintendent of Schools participates in personal and professional development activities necessary to maintain effective leadership in the role of Superintendent. Professional growth and development of the Superintendent shall focus upon knowledge, skills and attitude necessary to maintain a leadership role in the educational system within the community, state and nation.

1. Participates actively in local, regional and state professional activities that enhance the Superintendent's professional status and help to improve specific and/or general leadership, administrative or management skills
2. Provides annually evidence of performances to the Board of Education according to the adopted job description and performance plan

3. Maintains current certification as required by the State Department of Education rules
4. Maintains current knowledge of state and federal legislative activities and topics

All other District-related duties as assigned by the Board of Education

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Twelve month contract, 220 working days; salary and work year to be established by the Board

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy for the evaluation of the Superintendent.

## SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall report to the board after an event.

Cross Reference:     303.07 Administrator Professional Development  
                          402.08 Employee Travel Compensation

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty days notice to cease outside employment.

Nothing in this policy shall contradict the language of the superintendent contract in force.

Cross Reference:     302.02 Superintendent Contract and Contract Nonrenewal  
                          302.04 Superintendent Duties

## ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, the following administrative positions:

K-6 Principal & 7-12 Principal

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These administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It shall be the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Cross Reference:     301     Administrative Structure

Approved 06/11/2012 Reviewed 03/13/2017 Revised 02/12/2018

## ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Approved 06/12/2017 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract, but shall not exceed three years. The contract shall also state the terms of the employment.

The first three years of a contract issued to a newly employed administrator shall be considered a probationary period. In the event of termination of a probationary or nonprobationary contract, the board shall afford the administrator appropriate due process.

Administrators whose contracts will be recommended for termination, amendment or nonrenewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the administrator's contract.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board personnel policies regarding the areas of resignation, release or retirement.

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## ADMINISTRATOR DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the superintendent's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Be responsible, in cooperation with teachers, coaches and other instructional

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

personnel for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties shall not act to limit the board's authority and responsibility over the

position of the administrators. In executing these duties and others the board may delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference:     301     Administrative Structure

## ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the administrators will be evaluated annually. Administrators who are new or probationary certificated employees shall be evaluated at least once each semester. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent to conduct a formal evaluation of all administrators prior to April 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference:      Neb. Statute 79-828  
                                 NDE Rule 10-007.06

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## PRINCIPAL EVALUATION

Using the blanks below, rate each area and generate an average score for each area.

1. **Not Satisfactory**
2. **Requires Improvement**
3. **Effective - Meets Standards**
4. **Exceeds Standards**

The Principal is directly responsible for all student and staff activities occurring in and around the K-6 school buildings. Through leadership, the Principal sets the tone of the school, the climate for learning, the level of professionalism, the morale of teachers, and the degree of concern for what students become. The Principal is responsible for the detailed organization of the school, discipline, assignment of staff members, and administration of the instructional program of the buildings. By use of leadership, supervisory, and administration skills, the Principal manages the K-6 school so as to promote the educational development of each student. The Principal is part of the district administrative team and works cooperatively with the other administrators for the purpose of continuity and effectiveness.

### PERFORMANCE RESPONSIBILITIES:

#### I. Instructional and Curriculum Development

Goal: The Principal is responsible for the development and implementation of instructional programs as determined by the Board of Education. School district purposes and goals are translated into effective programs. The Principal evaluates all instructional programs on a continuous basis and recommends improvements to the Superintendent. The Principal annually establishes building level instructional and operational improvement plans.

<b>Benchmark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Makes periodic visitations to all classrooms, endeavoring to improve the quality of teaching and evaluate the performance of the teachers.				
Serve on staff committees, hold membership in professional organizations, attend appropriate conferences and clinics, and become familiar with innovative methods in instruction and curriculum.				
Is involved in the formulation of categorical instructional objectives				
Assists in developing a staff development program with the cooperation of the Superintendent that will assist staff in keeping abreast of current practices and theories in education.				
Encourages staff to involve themselves in professional reading, attendance at clinics and workshops, college classes, and various activities.				
Periodically reviews the instructional plans of the staff members and works with the staff members on improving their planning and instructional skills.				
Keeps the needs of the students foremost in mind when considering staff requests, the curriculum and instructional programs.				
Keeps informed of successful and current practices in curriculum development.				
Commits to a regular program of reviewing current professional periodicals and books which are appropriate to the position as an educational leader.				
Coordinates building level, special education programs services staff, and policies with curricular requirements, procedures and financial considerations. Attends building level IEP and MDT meetings or delegates when conflicts occur.				
<i>AVERAGE FOR INSTRUCTIONAL/CURRICULUM DEVELOPMENT</i>				

**II. Personnel Administration:**

Goal: The Principal is the leader of the instructional staff assigned to the K-6 schools. The Principal is involved in the selection of teachers and is directly responsible for the supervision and evaluation of the staff working in the K-6 schools.

<b>Benchmark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Has the authority and responsibility of delegating duties and responsibilities to all members of the professional, secretarial, and custodial staffs working in the K-6 schools.				
Assists the Superintendent in selecting, screening, and interviewing new teachers and staff.				
Supervises in conjunction with the Superintendent noncertified employees assigned related duties to the K-6 schools.				
Works with the Superintendent in assigning staff members to teaching positions and extra duty obligations and shall be responsible for the proper discharge of such duties.				
Strives to develop a good rapport with staff members and to maintain high staff morale. Is available for conferences regarding student behavior problems, classroom procedures, curriculum interpretations, parental conferences, and other concerns which may affect the staff.				
Makes recommendations through a program of supervision and evaluation regarding staff retention or dismissal.				
Provides for effective communication within the school by scheduling staff meetings and dispersing regular bulletins.				
Becomes thoroughly familiar with school board policies and the administrative procedures of the school district. Is able to converse intelligently about these policies and procedures and give interpretations to members of the staff.				
Orients and provides close supervision for new staff members, offering them assistance, encouragement, and advice.				
Is responsible for reporting staff absences and for the securing, assigning, and supervision of substitute teachers.				
Coordinates transportation for K-6 staff members' attendance at conferences, conventions, and seminars.				
Secures, assigns, and supervises substitute teachers.				
<i>AVERAGE FOR PERSONNEL ADMINISTRATION</i>				

**III. Students:**

Goal: The Principal is an advocate for students. Schools exist for students and the Principal must work vigorously in the school and community for the best opportunities and programs for students.

<b>Benchmark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Develops the master class schedule for K-6 buildings.				
Promotes high standards of student conduct and enforces discipline, keeping in mind the student's right to due process.				
Is responsible for student attendance, grades and progress and causes accurate records to be kept regarding the same.				

Is, in cooperation with the Superintendent, responsible for developing the general body of rules and regulations under which the student body functions.				
Assists the athletic director with the general supervision of all student activities scheduled outside the regular school day in and away from school. Performs the following class and student scheduling duties: a) reviews curricular changes with teachers and Superintendent which result in schedule changes or staff requirement needs for the district b) sets final class schedule c) sets final class size d) coordinates class schedule, programs, and staff shared with 7-12.				
Is responsible for the general supervision of the lunchroom which may include the assignment of teacher supervision or assistance.				
Identifies the names and addresses of all pupils, resident and nonresident and reports same to the Superintendent.				
Conducts fire and tornado drills for student safety.				
<i>AVERAGE FOR STUDENTS</i>				

#### IV. School/Community Relations:

Goal: The Principal maintains active and open communications throughout the school community. The Principal disseminates information to parents and constituents. The Principal responds in a positive manner to questions, concerns, and ideas of members of the community.

<b>Benchmark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Is responsible for translating K-6 procedures and policies to the student body, parents, vice organizations, and the community at large.				
Works with the Superintendent in the development of a purposeful and sequential public relations program which will include regular releases to the news media, supervision of school publications, regular communication with parents and patrons, and the maintenance of a comprehensive program of communication with the total staff.				
Is actively involved in the community and shall participate in various civic and social organizations.				
Contributes monthly an article to the school newsletter.				
<i>AVERAGE FOR SCHOOL/COMMUNITY RELATIONS</i>				

#### V. General Management and Administration:

Goal: The Principal administers the day-to-day functions of the K-6 schools and supervises all related personnel to insure an effective and efficient school operation.

<b>Benchmark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Requests the necessary budget needs for the Principal's office and assists staff in requesting supplies, equipment, repair and textbooks for the K-6 schools.				
Works with the Superintendent in identifying general overall supply and facility needs of the K-6 schools.				
Consults with the Superintendent regarding the annual budget requests by the instructional staff and may be assigned additional responsibilities in determining specific department requests.				

Keeps the Superintendent informed of the K-6 school's activities and problems.				
Is responsible for the coordination of all K-6 school activities and events with the master calendar at the high school. Works in cooperation with other administrators to avoid conflicts.				
Develops and maintains a continuing articulation program with the elementary school.				
Shares with the Superintendent the responsibility for the supervision of the general maintenance of the physical plant. This responsibility shall include regular inspections of the premises, both exterior and interior, and reports any problems to the head custodian or Superintendent so action to correct any problems can be taken.				
Assures that all school books, supplies, materials, and furniture are cared for properly.				
Acts in the absence of the Superintendent in relation to emergency situations and the closing of school.				
Is responsible for other duties as assigned by the Superintendent of Schools or the Board of Education.				
Submits annually to the Superintendent two weeks following the close of school a report to the aspects and status of the K-6 schools.				
<i>AVERAGE FOR GENERAL MANAGEMENT &amp; ADMINISTRATION</i>				

**VI. Special Services:**

<b>Benchmark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Serves as the director of Title I for the school by writing the application, conducting the needs assessment, supervising the program, assigning and evaluating staff, and completing the necessary state forms. Works in conjunction with the Superintendent in financial and budgeting issues.				
Serves as coordinator of Special Education Forms for the district by centralizing all student SESIS forms, student files, and general student school records. Works in conjunction with the Superintendent in financial and budgeting related issues.				
<i>AVERAGE FOR SPECIAL SERVICES</i>				

<b>Comments/Suggestions:</b>

*The signature below indicates that this employee review has been given to the listed employee. Signing this form does not indicate agreement with this review. Employees must sign within 7 days of receiving this review. Employees have 14 days to include a response to this review in their file.*

Principal Signature:		Date:	
Superintendent Signature:		Date:	

## ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent shall bring it to the attention of the board prior to the administrator attending the event.

The administrator shall report to the superintendent after an event.

Cross Reference:     302.06 Superintendent Professional Development  
                          402.08 Employee Travel Compensation

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty days notice to cease outside employment.

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## ADMINISTRATOR RESIDENCY REQUIREMENT

It is the belief of the governing board of the district that it is desirable to maintain a policy requiring that its school administrative employees maintain their residence within the School District, and that its educational and governmental purposes are best served by the establishment of the residency policy contained herein.

The Board of Education, therefore, deems it proper and appropriate to maintain a residency requirement for its school administrative employees for reasons which include, but are not limited to, the following:

1. Quality of performance of duties by school administrative employees of the Board will be enhanced by a more comprehensive knowledge of the conditions existing in the school system and by a feeling of greater personal stake in the system's progress;
2. Resident school administrative employees will be more likely to be involved in school and community activities, thus bringing them into contact with community leaders and citizens;
3. Absenteeism and tardiness will be diminished;
4. Economic benefits will accrue to the school system from local expenditure of salaries and the payment of local sales and real estate taxes, and educational benefits will be derived from residency by teachers, administrators, and their employees of the School District.

The School District Board of Education, therefore, adopts without the necessity of annual re-adoption the following residency policy.

Definitions: For the purpose of this Policy only the following definitions will apply:

1. "Residency" means an employee's domicile, the one actual place where an employee lives and has his or her true, permanent home to which, whenever he or she is absent, he or she has an intention of returning.
2. "School Administrative Employees" means all full-time employees employed in an administrative or supervisory position, including certified and non-certified employees. "School Administrative Employees" does not include the following: Teachers, guidance counselors, day-to-day substitute teachers; full-time clerical, custodial, food service or para-educators or other educational support personnel, part-time employees including part-time educational support personnel employees; full-time provisional substitute teachers; miscellaneous employees; or those individuals participating in professional training programs designed to prepare participants for full-time employment as School District educators.

Approved 03/14/2016 Reviewed 03/13/2017 Revised 04/09/2018

3. “Material omission of fact” means the employee’s intentional failure to disclose his/her actual residence for purposes of concealing from the Board his/her non-compliance with the actual residence requirements of this Policy.

Contractual Requirement: Residency in the Loup City School District by school administrative employees shall be included in the employment contract of all such employees initially employed from and after July 1, 2015, and thereafter, and shall be a material provision of the contract and continued employment with the School District. Upon entering into an administrative contract with the School District, regardless of prior continuing employment, a school administrative employee shall establish residency within the boundaries of the School District before the expiration of the first ninety (90) days from the administrator’s first duty day under their contract. Any administrator who was not a resident as of July 1, 2015, shall establish residency within a reasonable period of time, not to exceed 120 days following adoption of this policy. Failure to establish or maintain residency as contractually required shall constitute just cause for cancellation or termination of the school administrative employee’s contract.

Proof of Residency: For the purposes of this Policy, the question of an employee’s residence is principally one of where an employee tends to live and have his or her one true, permanent home or domicile to which an employee intends to return following an absence. The presumption in this Policy is that the address an employee gives on a completed Residency Form is that employee’s correct address. In disputed cases, the burden of proof rests with the employee to show that his or her claimed residence is the one where the employee intends to live and have as his or her one true permanent home or domicile. Because intent may be manifested in innumerable ways, any residency inquiry must consider all the pertinent factors on a case-by-case basis. Such an inquiry shall consider, but not be limited to, the following factors: voter registration, place of filing tax returns, property ownership, driver’s license and car registration. The School District reserves the right to request documentation or proof of residency at any time.

Required documentation accepted for proof of residency shall include at least one of the following:

- Valid driver’s license or state identification;
- Current vehicle registration;
- Current utility bill (within 30 days); and,

At least two of the following:

- Mortgage papers or lease agreements in the employee’s or spouse’s name;
- Address section of federal tax return or tax bill for residence;
- Recent bank or credit union statement in employee’s or spouse’s name (within 30 day);
- Voter’s registration card

It is the responsibility of each employee to maintain a current record of address with the office of the Superintendent. Falsification of records may result in disciplinary action, up to and including contract cancelation or termination.

Notification of Change of Address: All employees must notify the Board, in writing, of a change in their address within fourteen calendar days of their change of address. An employee who represents to the Board that he/she resides in the School District at the time of his/her hire or at any time thereafter and 1) who subsequently moves his/her actual residence from the School District, and 2) fails to notify the Board of his/her change of address as required shall be deemed to have made a material omission of fact for the purpose of concealing his/her actual residence.

## DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It shall be the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It shall be the responsibility of the superintendent to enforce administrative regulations.

Cross Reference: 205 School board Policy Process

Approved 06/11/2012 Reviewed 03/13/2017 Revised \_\_\_\_\_

## HANDBOOKS AND DIRECTIVES

In order that the necessary board policies, regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected, district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with district policies and regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects favorably on the district. The board, therefore, expects all handbooks to be approved by the board and/or superintendent or designee before publication.

The board will review and approve district personnel, parent/student, and technology handbooks in order that the contents may be accorded the legal status of board-approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need board approval. However, all handbooks published are to be made available to the board for informational purposes.

## ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

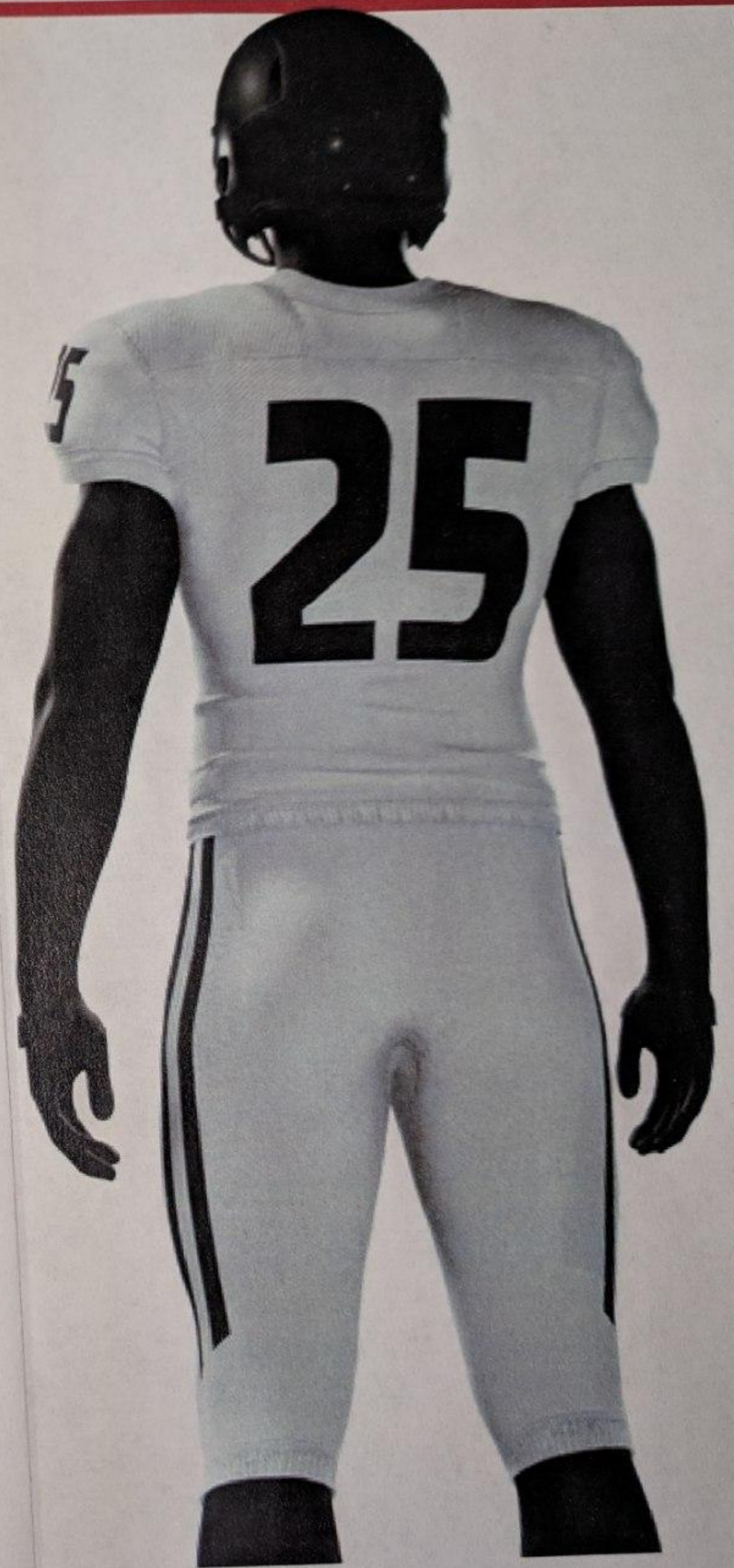
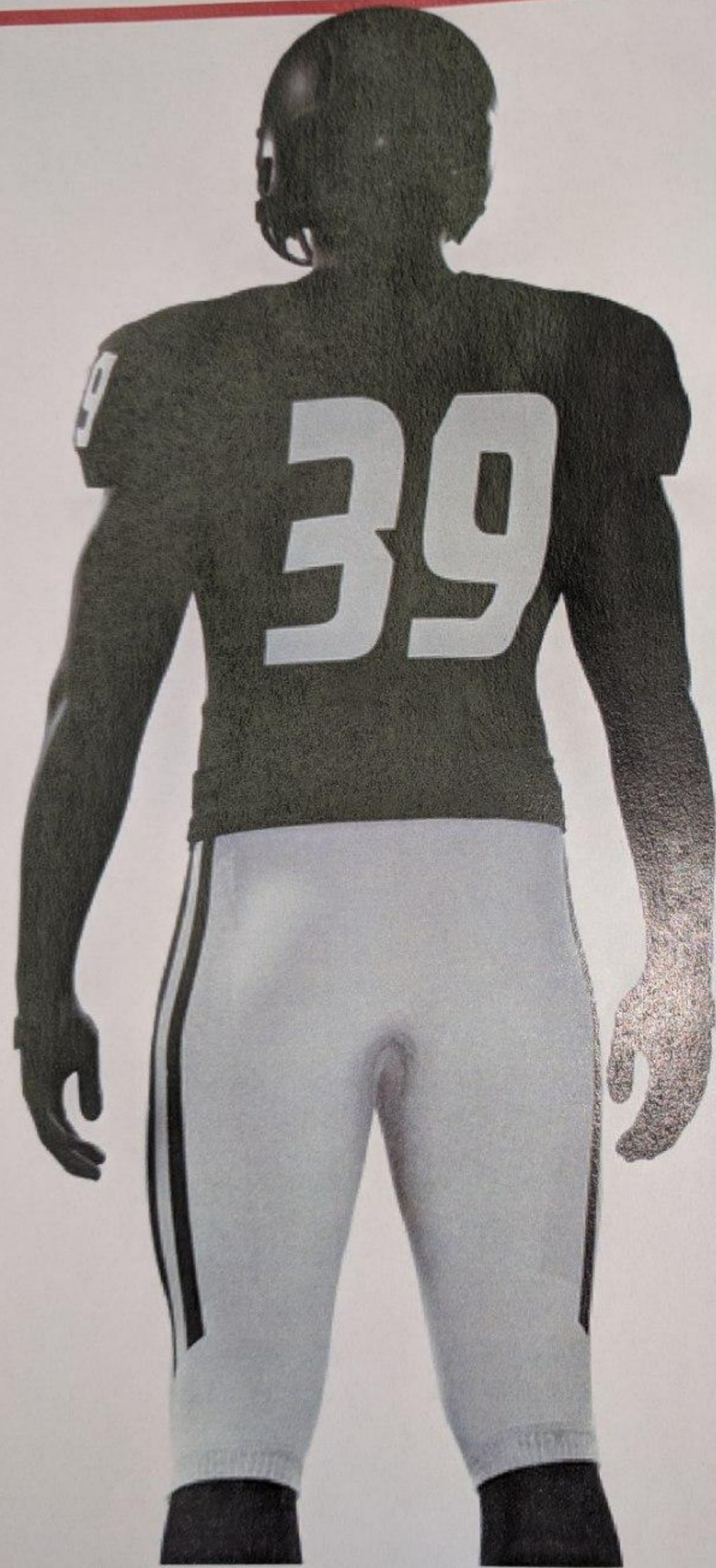
Each administrator shall follow the code of ethics states in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, shall be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public;
- Obeys local, state and national laws; hold to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
- Strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- Carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service;
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- Supports and practices the management team concept.

Cross Reference:                    405    Employee Conduct and Appearance

Approved 06/12/2017 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



Elementary Principal School Board Report Summary  
May 2019  
Roger Reikofski, Elementary Principal

School Year: Continuing to move along with noticeable improvement in students.

Just a few of the myriad of things going on as we wrap up the school year:

Aimsweb Plus, MAP, and NSCAS testing have all been completed. Kudos to all staff for scheduling, conducting and making sure all went as smoothly as possible. Discussions have been and are continuing to occur on the data we have received (from Aimsweb and MAP) NSCAS data won't be available until fall at the earliest.

End of year activities progressing nicely. Field Trips have been successful. End of year PE extension unit on bowling rolling smoothly.

Miscellaneous Items - Items that have come up between outline submittal and actual meeting.

I would like to close by thanking the staff and students on another quality school year. Students, on individual, small group and large group levels are continuing to show improvement and that is a credit to the quality staff who interact with them day in and say out.

Questions?

5/13/19

1. Commencement exercises were held May 12th. We graduated 17 seniors and we wish them all the best.
2. The sophomores final day will be May 15th since they earned  $\frac{1}{2}$  of a day off for the make-a-wish fundraiser. The rest of grades 7-11 will be finishing up Thursday the 16th.
3. Attendance for April was 95.727%.
4. The Honor's Banquet was April 24th and was a successful night. There are a few changes I would like to see next year to make it an even better experience for everyone.
5. Evening with the arts was May 7th. There were many people that stopped by to view the artwork and attend the concert.
6. All observations have been completed for the 7-12 staff. I met with each staff member and they all received a copy of their evaluations.