

Board of Education Regular Meeting

Monday, July 16, 2018 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

District Mission:

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

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

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

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

Attendance Taken at 7:30 PM.

Jaimi Calfee: Present

Doug Church: Present

Brandon Desh: Present

Lance Gee: Present

Clayton Maahs: Present

Susan Royal: Present

1. Call to Order and Pledge of Allegiance Meeting called to order by Board of Education President Maahs at 7:26 p.m.
2. Announcement of the Open Meetings Act Posting
3. Consent Agenda Motion to approve the consent agenda as presented Passed with a motion by Brandon Desh and a second by Doug Church.
Lance Gee: Nay, Susan Royal: Nay, Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea Board member Steward asked that questions submitted regarding claims be noted in the minutes. Board members discussed the request and the intent and nature of the Consent Agenda as a board meeting practice that groups routine business and reports into one agenda item. Board members reached general understanding that the consent agenda can be approved in one action, rather than filing motions on each item separately thus moving the meeting along more quickly.
- 3.1. Approval of minutes of previous meetings
Official Board of Education minutes are available on the district web site at www.districtor1.org
- 3.2. Approval of Claims/Payment of Bills and Payroll
- 3.3. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
- 3.4. Financial Report

4. Public Comment No public comment was requested.
- 4.1. In compliance with the provisions of State Statute Section 79-2,133, 134 the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy 5416 Student Fees.
The hearing was opened at 7:47 p.m.
The hearing was closed at 8:01 p.m.
- 4.2. In compliance with the provisions of State Statute Section 79-2,531 79-532, 79-533, the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy 6400 Parental Involvement.
The hearing was opened at 7:47 p.m.
The hearing was closed at 8:01 p.m.
5. Administrative Reports
Administrative reports are available in their entirety at:
<https://meeting.sparqdata.com/Public/Organization/174>

Some of the topics covered in the reports include state aid, accreditation, construction progress and completion dates.

- 5.1. Superintendent's Report Superintendent Hanger provided information for the Board of Education.
6. Discussion Items- Committee Reports
- 6.1. Open House Activities Bennet Elementary will host an open house on Thursday August 9th from 5:30 p.m. to 7:00 p.m.
Palmyra High School will host their open house Friday August 17th from 5:00 p.m. to 6:30 p.m. in conjunction with the booster bash.
BOE members indicated that they would like to attend both events.
7. Action Items
- 7.1. Presentation, discussion and or official action to revise policy 5403 Married Students.
Motion to revise policy 5403 Married Students Passed with a motion by Brandon Desh and a second by Susan Royal.
Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea BOE members reviewed the revisions to Policy 5403.
- 7.2. Presentation, discussion and or official action to approve policies 6213,1102,3580 on second reading. Motion to approve policies 6213,1102,3580 on second reading Passed with a motion by Brandon Desh and a second by Jaimi Calfee.
Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea These policies were presented for second reading and ratification.
- 7.3. Presentation, discussion and or official action to approve the 2018-2019 staff Handbooks.
Motion to Approve the 2018-2019 staff Handbooks. Passed with a motion by Brandon Desh and a second by Susan Royal.
Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea Superintendent Hanger reminded members of the Board that changes were limited to the addition of "recording of others". BOE members offered edits based on the information presented.
- 7.4. Presentation, discussion and or official action to review and revise Board of Education Policy 5416 Student Fees. Motion to approve the review and revision of Board of Education

Policy 5416 Student Fees. Passed with a motion by Brandon Desh and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea BOE members offered input on student fees and the amounts associated with each item for FY 2018.

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

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea BOE members reviewed policy 6400 Parental involvement pursuant to statute.

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

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea BOE members reviewed policy 5415 and the correlation to the handbook and character education program efforts.

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

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea BOE members reviewed option enrollment capacities and edited the maximum capacity as required by policy 5006.

8. Closed Session

9. Board of Education Development Area Membership meeting September 12, 2018 in Nebraska City.

10. Topics for Next Month's Agenda Budget review and rate of use for privately owned vehicles as established by NDE.

11. Adjournment The meeting was duly adjourned at 9:11 p.m. July 16, 2018.

Chairperson

Superintendent

Board of Education Special

Meeting Monday, June 11, 2018

6:30 PM Bennet Elementary flex
room K

50 Dogwood

Bennet, NE 68317

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

1. Call to Order

Meeting called to order by Board of Education President Maahs at 6:30 p.m.

2. Announcement of the Open Meetings Act Posting

3. Action Items

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

Superintendent Hanger informed the BOE members that the earnest payment for the former Pre- K building was received on June 6, 2018. Owner's Representative Rayme Fauss provided updated information for the Board of Education on projects at Bennet and Palmyra. Bennet punch list and warranty items were reviewed including flooring, counter tops, drainage and minor finish work. Palmyra continues to move forward with lettering applied to the building exterior, drainage work was accomplished today and concrete work will be finished with a week. Aluminum door frames are set to be installed Friday and rooftop HVAC units are to be started this week. Basketball apparatus have been installed, tile work is moving forward and paint continues to be applied in all areas. Flooring for the gym will be a five week project to allow for acclimating the floor materials. Dry wall continues to be installed in all areas and stage work continues with electrical and finish. Flooring in the existing school will take about three weeks at which time the crews will move to area A. Board members had an opportunity to ask questions regarding construction.

3.2. Presentation, discussion, and or official action with regard to the construction projects at Bennet Elementary and Palmyra Junior Senior High School buildings, including change orders, construction change directives and payment applications from contractors, and reports, information and recommendations by the Project Architect and Owner's Representative. Motion to approve construction claims as presented Passed with a motion by Brandon Desh and a second by Doug Church.

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

Claims for Cheever Construction total \$348,462.00

4. Next Regular Meeting

5. Adjournment

The meeting was duly adjourned at 6:55 p.m. June 11, 2018.

Board of Education Special

Meeting Monday, June 11, 2018

6:30 PM Bennet Elementary flex
room K

50 Dogwood

Bennet, NE 68317

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

Claims for Cheever Construction total \$348,462.00

4. Next Regular Meeting

5. Adjournment

The meeting was duly adjourned at 6:55 p.m. June 11, 2018.

Board of Education Special Meeting

Monday, July 9, 2018 6:00 PM

Firespring

1201 Infinity Court

Lincoln, NE 68512

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

1. Call to Order

Meeting called to order by Board of Education President Maahs at 6:05 p.m.

2. Announcement of the Open Meetings Act Posting

3. Discussion Items

3.1. Strategic Planning presentation Dr. Dlugosh

Dr. Dlugosh provided information to update the BOE regarding strategic planning action plans as they relate to adopted goals as ratified by the BOE. The Board elected to schedule a special meeting to review the action plans and the associated timeline and responsibilities for each.

3.2. FY 2018-2019 budget information

Superintendent Hanger provided information for the BOE related to budget projections for FY 18-19.

4. Next Regular Meeting

July 16, 2018 special meeting at 6:00 p.m. and regular meeting at 7:00 p.m. in the Palmyra media center.

5. Adjournment

The meeting was duly adjourned at 8:05 p.m. July 9, 2018.

AIA[®] Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: District OR-1 Public Schools 425 F Street Palmyra, NE 68418	PROJECT: Palmyra High School Addition 425 F Street Palmyra, NE 68418
FROM CONTRACTOR: Cheever Construction 3425 No. 44th Street Lincoln, NE 68504	VIA ARCHITECT: The Clark Ernsen Partners 1010 Lincoln Mall, Ste 200 Lincoln, NE 68508

APPLICATION NO.: 22	PERIOD TO: 6/30/2018	Distribution to:
CONTRACT FOR: General Construction	CONTRACT DATE: 9/12/2016	OWNER <input type="checkbox"/>
PROJECT NOS.: / /	CONTRACTOR: <input type="checkbox"/>	ARCHITECT <input type="checkbox"/>
	FIELD: <input type="checkbox"/>	OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 7,273,686.00

2. NET CHANGE BY CHANGE ORDERS \$ 97,734.94

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 7,371,420.94

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 6,952,322.11

5. RETAINAGE:

a. 5 % of Total Contract Sum \$ 368,571.05
 (Column D + E on G703)
 b. 0 % of Stored Material \$ 0.00
 (Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 368,571.05

6. TOTAL EARNED LESS RETAINAGE \$ 6,583,751.06
 (Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 6,156,314.87
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 427,436.19

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 787,669.88
 (Line 3 minus Line 8)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 67,500.00	\$ 0.00
Total approved this month	\$ 30,234.94	\$ 0.00
TOTAL	\$ 97,734.94	\$ 0.00
NET CHANGES by Change Order	\$ 97,734.94	

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

AIA Document G702™ - 1992. Copyright © 1993, 1963, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

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

By: Cheever Construction Company Date: 7/5/2018

State of: Nebraska

County of: Lancaster

Subscribed and sworn to before me this 5th day of July 2018

Notary Public: Angie Pence
 My commission expires: 3/15/2021



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 427,436.19
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: STR Date: 7/9/18

ARCHITECT: STR

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

Palmyra High School Addition & Renovation

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

Application Number: 22
 Application Date: 5 Jul 18
 Construction Period to: 30 Jun 18
 Architects Project No.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored to Date (D+E+F)	% (G/C)	H Balance to Finish (C-G)	I Retainage
			From Previous Application (D+E)	Completed						
1	General Conditions	390,277.00	377,921.00	10,034.00	0.00	0.00	387,955.00	99.17%	3,222.00	19,513.85
2	Performance & Payment Bond	43,820.00	43,820.00	0.00	0.00	0.00	43,820.00	100.00%	0.00	2,191.00
3	Owner Discovery Allowance	75,000.00	57,151.17	8,945.00	0.00	0.00	66,096.17	88.13%	8,903.83	3,750.00
3.01	Contingency Fund Adjustment #01	11,306.17	11,306.17	0.00	0.00	0.00	11,306.17	100.00%	0.00	565.31
3.02	Contingency Fund Adjustment #02	12,819.00	6,019.00	6,800.00	0.00	0.00	12,819.00	100.00%	0.00	640.95
3.03	Contingency Fund Adjustment #03	15,761.00	10,951.00	0.00	0.00	0.00	10,951.00	69.48%	4,810.00	788.05
3.04	Contingency Fund Adjustment #04	24,921.50	18,741.00	2,145.00	0.00	0.00	20,886.00	83.81%	4,035.50	1,246.08
3.05	Contingency Fund Adjustment #05	10,134.00	10,134.00	0.00	0.00	0.00	10,134.00	100.00%	0.00	506.70
4	Contingency Fund Balance	58.33	0.00	0.00	0.00	0.00	0.00	0.00%	58.33	2.92
4	Selective Demolition	110,107.00	110,107.00	0.00	0.00	0.00	110,107.00	100.00%	0.00	5,505.35
5	Earthwork and Sitework	361,883.00	345,510.00	9,916.00	0.00	0.00	355,426.00	98.22%	6,457.00	18,094.15
6	Concrete Foundations	188,166.00	188,166.00	0.00	0.00	0.00	188,166.00	100.00%	0.00	9,408.30
7	Concrete Flatwork	343,965.00	343,653.00	2,312.00	0.00	0.00	345,965.00	100.00%	0.00	17,298.25
8	Precast Concrete	563,119.00	557,173.00	5,941.00	0.00	0.00	563,119.00	100.00%	0.00	28,155.95
9	Masonry	50,715.00	50,715.00	0.00	0.00	0.00	50,715.00	100.00%	0.00	2,535.75
10	Structural Steel	537,038.00	535,875.00	490.00	0.00	0.00	536,365.00	99.87%	673.00	26,851.90
11	Rough Carpentry	34,600.00	20,408.00	565.00	0.00	0.00	20,973.00	60.62%	13,627.00	1,730.00
12	Casework and Finish Carpentry	89,260.00	85,241.00	597.00	0.00	0.00	85,838.00	96.17%	3,422.00	4,463.00
13	Roofing	269,082.00	243,428.00	25,654.00	0.00	0.00	269,082.00	100.00%	0.00	13,454.10
14	Manufactured Wall Panels	155,674.00	133,245.00	22,429.00	0.00	0.00	155,674.00	100.00%	0.00	7,783.70
15	Waterproofing, Insulation and Joint Sealants	89,833.00	77,956.00	5,279.00	0.00	0.00	83,235.00	92.66%	6,598.00	4,491.65
16	Doors, Frames and Hardware	249,682.00	244,116.00	1,198.00	0.00	0.00	245,314.00	98.25%	4,368.00	12,484.10
17	Glass, Entrances and Storefronts	194,528.00	153,128.00	28,980.00	0.00	0.00	182,108.00	93.62%	12,420.00	9,728.40
18	Gypsum Wallboard System	410,568.00	409,998.00	570.00	0.00	0.00	410,568.00	100.00%	0.00	20,528.40
19	Acoustical Ceilings	69,797.00	54,310.00	15,487.00	0.00	0.00	69,797.00	100.00%	0.00	3,489.85
20	Flooring	412,191.00	238,022.00	90,781.00	0.00	0.00	328,803.00	79.56%	88,388.00	20,609.55
21	Painting and Walkcoverings	217,871.00	134,550.00	67,482.00	0.00	0.00	202,032.00	92.73%	15,839.00	10,893.55
22	Specialties	38,710.00	29,989.00	3,442.00	0.00	0.00	33,431.00	86.38%	5,279.00	1,935.50
23	Athletic Equipment and Scoreboard	51,400.00	0.00	51,400.00	0.00	0.00	51,400.00	100.00%	0.00	2,570.00
24	Theater and Stage Equipment	28,695.00	2,900.00	0.00	0.00	0.00	2,900.00	10.11%	25,795.00	1,484.75
25	Window Shades	10,247.00	10,247.00	0.00	0.00	0.00	10,247.00	100.00%	0.00	512.35
26	Wood Laboratory Casework	3,665.00	3,665.00	0.00	0.00	0.00	3,665.00	100.00%	0.00	183.25
27	Gymnasium Bleachers	150,414.00	57,041.00	0.00	0.00	0.00	57,041.00	37.92%	93,373.00	7,520.70
28	Fire Suppression	118,508.00	108,158.00	5,175.00	0.00	0.00	113,333.00	95.63%	5,175.00	5,925.40
29	Mechanical	1,036,000.00	923,678.00	27,945.00	0.00	0.00	951,623.00	91.86%	84,377.00	51,800.00
30	Electrical	976,871.00	927,838.00	25,694.00	0.00	0.00	953,532.00	97.61%	23,339.00	48,843.55
31	Change Order #01	15,744.00	9,504.00	0.00	0.00	0.00	9,504.00	60.37%	6,240.00	787.20
32	Change Order #02	12,337.00	12,337.00	0.00	0.00	0.00	12,337.00	100.00%	0.00	616.85
33	Change Order #03	20,855.00	20,855.00	0.00	0.00	0.00	20,855.00	100.00%	0.00	1,042.75
34	Change Order #04	8,630.00	8,630.00	0.00	0.00	0.00	8,630.00	100.00%	0.00	431.50
35	Change Order #05	2,191.00	2,191.00	0.00	0.00	0.00	2,191.00	100.00%	0.00	109.55
36	Change Order #06	7,743.00	7,743.00	0.00	0.00	0.00	7,743.00	100.00%	0.00	387.15
37	Change Order #07	13,142.00	0.00	1,539.00	0.00	0.00	1,539.00	11.71%	11,603.00	657.10
38	Change Order #08	12,899.94	0.00	12,899.94	0.00	0.00	12,899.94	100.00%	0.00	645.00

	Change Order #09										
39											
40		4,193.00	0.00	4,193.00	0.00	4,193.00	100.00%	0.00		209.65	
41											
42											
43											
44											
45											
	Totals	7,371,420.94	6,523,374.17	428,947.94	0.00	6,952,322.11	94.31%	419,098.83		368,571.05	

Balance Sheet
Period Ending: June 2018
Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CASH IN BANK	3,531,661.18	(133,223.94)	3,398,437.24
01 110	Receivable Account	0.00	0.00	0.00
	Current Assets Subtotal:	<u>3,531,661.18</u>	<u>(133,223.94)</u>	<u>3,398,437.24</u>
<u>Other Assets</u>				
01 390	Budgeted Revenue	6,132,610.00	0.00	6,132,610.00
01 392	Less: Revenue Received	(5,948,572.02)	(398,313.20)	(6,346,885.22)
	Other Assets Subtotal:	<u>184,037.98</u>	<u>(398,313.20)</u>	<u>(214,275.22)</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>3,715,699.16</u></u>	<u><u>(531,537.14)</u></u>	<u><u>3,184,162.02</u></u>
<u>Current Liabilities</u>				
01 402	Accounts Payable	0.00	0.00	0.00
01 450	PAYROLL DEDUCTION PAYABLE	1,037.51	0.00	1,037.51
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE	758.12	0.00	758.12
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>1,795.63</u>	<u>0.00</u>	<u>1,795.63</u>
<u>Other Liabilities</u>				
01 603	Encumbrance Commitments	0.00	0.00	0.00
01 690	Budgeted Expenditures	6,777,454.00	0.00	6,777,454.00
01 692	Less: Expenditures to Date	(4,828,210.76)	(531,537.14)	(5,359,747.90)
01 694	Less: Encumbrance Commitments	0.00	0.00	0.00
01 696	Less: Outstanding Accounts Pa	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>1,949,243.24</u>	<u>(531,537.14)</u>	<u>1,417,706.10</u>
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	2,409,504.29	0.00	2,409,504.29
01 705	Budgeted Fund Balance	(644,844.00)	0.00	(644,844.00)
01 999	Suspense Account	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>1,764,660.29</u>	<u>0.00</u>	<u>1,764,660.29</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>3,715,699.16</u></u>	<u><u>(531,537.14)</u></u>	<u><u>3,184,162.02</u></u>

Balance Sheet
 Period Ending: June 2018
 Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 02 Depreciation				
<u>Current Assets</u>				
02 101	CASH	277,778.67	104.47	277,883.14
	Current Assets Subtotal:	<u>277,778.67</u>	<u>104.47</u>	<u>277,883.14</u>
<u>Other Assets</u>				
02 390	BUDGETED REVENUE	0.00	0.00	0.00
02 392	LESS: REVENUE RECEIVED	(24,976.87)	(104.47)	(25,081.34)
	Other Assets Subtotal:	<u>(24,976.87)</u>	<u>(104.47)</u>	<u>(25,081.34)</u>
Total Assets and Deferred Outflows of Resources:		<u><u>252,801.80</u></u>	<u><u>0.00</u></u>	<u><u>252,801.80</u></u>
<u>Current Liabilities</u>				
02 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
02 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
02 603	ENCUMBRANCES	0.00	0.00	0.00
02 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
02 692	LESS: EXPENDITURES TO DATE	(142,825.34)	0.00	(142,825.34)
02 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(142,825.34)</u>	<u>0.00</u>	<u>(142,825.34)</u>
<u>Fund Balance</u>				
02 704	FUND BALANCE	395,627.14	0.00	395,627.14
02 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>395,627.14</u>	<u>0.00</u>	<u>395,627.14</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u><u>252,801.80</u></u>	<u><u>0.00</u></u>	<u><u>252,801.80</u></u>

Balance Sheet
 Period Ending: June 2018
 Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 03 Unemployment				
<u>Current Assets</u>				
03 101	CASH	18,564.48	13.16	18,577.64
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	<u>38,564.48</u>	<u>13.16</u>	<u>38,577.64</u>
<u>Other Assets</u>				
03 390	BUDGETED REVENUE	0.00	0.00	0.00
03 392	LESS: REVENUE RECEIVED	(99.68)	(13.16)	(112.84)
	Other Assets Subtotal:	<u>(99.68)</u>	<u>(13.16)</u>	<u>(112.84)</u>
Total Assets and Deferred Outflows of Resources:		<u><u>38,464.80</u></u>	<u><u>0.00</u></u>	<u><u>38,464.80</u></u>
<u>Current Liabilities</u>				
03 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
03 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
03 603	ENCUMBRANCES	0.00	0.00	0.00
03 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
03 692	LESS: EXPENDITURES TO DATE	0.00	0.00	0.00
03 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
03 704	FUND BALANCE	38,464.80	0.00	38,464.80
03 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>38,464.80</u>	<u>0.00</u>	<u>38,464.80</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u><u>38,464.80</u></u>	<u><u>0.00</u></u>	<u><u>38,464.80</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05	Activity Fund			
<u>Current Assets</u>				
05 101	CASH	118,358.22	(10,516.49)	107,841.73
	Current Assets Subtotal:	<u>118,358.22</u>	<u>(10,516.49)</u>	<u>107,841.73</u>
Total Assets and Deferred Outflows of Resources:		<u>118,358.22</u>	<u>(10,516.49)</u>	<u>107,841.73</u>
<u>Current Liabilities</u>				
05 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
05 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
05 603	ENCUMBRANCES	0.00	0.00	0.00
05 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
05 704 0001	ATHLETIC	10,071.05	(552.00)	9,519.05
05 704 0002	ANNUAL	3,700.33	0.00	3,700.33
05 704 0003	MUSIC	980.98	0.00	980.98
05 704 0004	ELEMENTARY UNIT	11,548.49	0.00	11,548.49
05 704 0005	STUDENT COUNCIL	2,237.54	0.00	2,237.54
05 704 0006	FFA	4,786.89	0.00	4,786.89
05 704 0007	HIGH SCHOOL UNIT	1,054.32	0.00	1,054.32
05 704 0008	P CLUB	1,032.28	0.00	1,032.28
05 704 0009	FCCLA	1,489.65	0.00	1,489.65
05 704 0010	MISC ACCOUNT	2,700.75	0.00	2,700.75
05 704 0011	ART CLUB	464.47	0.00	464.47
05 704 0012	NATIONAL HONOR SOCIETY	5.15	0.00	5.15
05 704 0013	SPEECH	509.33	0.00	509.33
05 704 0014	1ST GRADE	513.24	0.00	513.24
05 704 0015	boys basketball high school	797.50	0.00	797.50
05 704 0016	CONCESSIONS	3,623.59	0.00	3,623.59
05 704 0017	BASKETBALL CAMPS	2,904.34	(706.42)	2,197.92
05 704 0018	BONDS	0.00	0.00	0.00
05 704 0019	INTEREST	225.44	4.32	229.76
05 704 0020	UNION BANK	0.00	0.00	0.00
05 704 0021	PALMYRA SPORTS APPAREL	0.00	0.00	0.00
05 704 0022	FIELDS SCHOLARSHIP	4,663.80	0.00	4,663.80
05 704 0023	CROSS COUNTRY	548.00	0.00	548.00
05 704 0024	INDUSTRIAL ARTS SHOP	534.69	0.00	534.69
05 704 0025	LIBRARY	2,290.56	0.00	2,290.56
05 704 0026	PARTY GROUP	1,158.59	0.00	1,158.59
05 704 0027	CLASS OF 2017	0.83	0.00	0.83

Balance Sheet
Period Ending: June 2018
Annual; Processing Month 06/2018; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0028	MUSICAL/DRAMA	4,067.85	0.00	4,067.85
05 704 0029	WRESTLING	120.28	0.00	120.28
05 704 0030	GENERAL FUND REIMBURSEMENT	(440.00)	(2,333.45)	(2,773.45)
05 704 0031	6TH GRADE	86.13	200.00	286.13
05 704 0032	WEIGHTS	5,310.33	0.00	5,310.33
05 704 0033	VOLLEYBALL ACCOUNT	6,298.32	0.00	6,298.32
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	8,488.45	(7,825.99)	662.46
05 704 0037	BENNET BACK-PACK PROGRAM	333.21	0.00	333.21
05 704 0038	CLASS OF 2020	(1,348.00)	0.00	(1,348.00)
05 704 0039	FAMILY PASSES FOR 2014-2015	4,920.00	0.00	4,920.00
05 704 0040	STUDENT FEES	1,834.00	0.00	1,834.00
05 704 0041	QUIZ BOWL	600.08	0.00	600.08
05 704 0042	JR HIGH BASKETBALL	20.50	0.00	20.50
05 704 0043	8TH GRADE CAMPUS VISIT GRANT	332.05	(151.95)	180.10
05 704 0044	SPANISH	44.55	0.00	44.55
05 704 0045	TROPHY CASE	2,500.00	0.00	2,500.00
05 704 0046	CLASS OF 2016	282.52	0.00	282.52
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0048	CLASS OF 2018	291.51	(291.51)	0.00
05 704 0049	SHOW CHOIR	591.14	0.00	591.14
05 704 0050	INSURANCE I-PADS	21,829.08	0.00	21,829.08
05 704 0051	GOLF	0.00	0.00	0.00
05 704 0053	Jr Class 2019	764.73	1,140.51	1,905.24
Fund Balance Subtotal:		118,358.22	(10,516.49)	107,841.73
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		118,358.22	(10,516.49)	107,841.73

Balance Sheet
Period Ending: June 2018
Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05	Activity Fund			
<u>Current Assets</u>				
05 101	CASH	118,358.22	(10,516.49)	107,841.73
	Current Assets Subtotal:	<u>118,358.22</u>	<u>(10,516.49)</u>	<u>107,841.73</u>
<u>Other Assets</u>				
05 390	BUDGETED REVENUE	0.00	0.00	0.00
05 392	LESS: REVENUE RECEIVED	(139,815.69)	(3,283.03)	(143,098.72)
	Other Assets Subtotal:	<u>(139,815.69)</u>	<u>(3,283.03)</u>	<u>(143,098.72)</u>
Total Assets and Deferred Outflows of Resources:		<u>(21,457.47)</u>	<u>(13,799.52)</u>	<u>(35,256.99)</u>
<u>Current Liabilities</u>				
05 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
05 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
05 603	ENCUMBRANCES	0.00	0.00	0.00
05 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
05 692	LESS: EXPENDITURES TO DATE	(160,999.59)	(13,799.52)	(174,799.11)
05 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(160,999.59)</u>	<u>(13,799.52)</u>	<u>(174,799.11)</u>

Balance Sheet
Period Ending: June 2018
Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 Hot Lunch				
<u>Current Assets</u>				
06 101	CASH	74,306.62	(4,439.39)	69,867.23
	Current Assets Subtotal:	<u>74,306.62</u>	<u>(4,439.39)</u>	<u>69,867.23</u>
<u>Other Assets</u>				
06 390	BUDGETED REVENUE	0.00	0.00	0.00
06 392	LESS: REVENUE RECEIVED	(216,856.50)	(7,224.50)	(224,081.00)
	Other Assets Subtotal:	<u>(216,856.50)</u>	<u>(7,224.50)</u>	<u>(224,081.00)</u>
Total Assets and Deferred Outflows of Resources:		<u>(142,549.88)</u>	<u>(11,663.89)</u>	<u>(154,213.77)</u>
<u>Current Liabilities</u>				
06 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
06 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
06 603	ENCUMBRANCES	0.00	0.00	0.00
06 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
06 692	LESS: EXPENDITURES TO DATE	(242,759.73)	(11,663.89)	(254,423.62)
06 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(242,759.73)</u>	<u>(11,663.89)</u>	<u>(254,423.62)</u>
<u>Fund Balance</u>				
06 704	FUND BALANCE	100,209.85	0.00	100,209.85
06 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>100,209.85</u>	<u>0.00</u>	<u>100,209.85</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>(142,549.88)</u>	<u>(11,663.89)</u>	<u>(154,213.77)</u>

Balance Sheet
 Period Ending: June 2018
 Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 07 Bond				
<u>Current Assets</u>				
07 101	CASH	326,388.23	72,336.78	398,725.01
	Current Assets Subtotal:	<u>326,388.23</u>	<u>72,336.78</u>	<u>398,725.01</u>
<u>Other Assets</u>				
07 390	BUDGETED REVENUE	0.00	0.00	0.00
07 392	LESS: REVENUE RECEIVED	(677,433.99)	(72,336.78)	(749,770.77)
	Other Assets Subtotal:	<u>(677,433.99)</u>	<u>(72,336.78)</u>	<u>(749,770.77)</u>
Total Assets and Deferred Outflows of Resources:		<u>(351,045.76)</u>	<u>0.00</u>	<u>(351,045.76)</u>
<u>Current Liabilities</u>				
07 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
07 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
07 603	ENCUMBRANCES	0.00	0.00	0.00
07 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
07 692	LESS: EXPENDITURES TO DATE	(676,751.32)	0.00	(676,751.32)
07 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(676,751.32)</u>	<u>0.00</u>	<u>(676,751.32)</u>
<u>Fund Balance</u>				
07 704	FUND BALANCE	325,705.56	0.00	325,705.56
07 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>325,705.56</u>	<u>0.00</u>	<u>325,705.56</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>(351,045.76)</u>	<u>0.00</u>	<u>(351,045.76)</u>

Balance Sheet
 Period Ending: June 2018
 Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 08 Special Building FUnd				
<u>Current Assets</u>				
08 101	CASH	622,677.30	(6,780.56)	615,896.74
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
	Current Assets Subtotal:	<u>672,677.30</u>	<u>(6,780.56)</u>	<u>665,896.74</u>
<u>Other Assets</u>				
08 390	BUDGETED REVENUE	0.00	0.00	0.00
08 392	LESS: REVENUE RECEIVED	(238,859.23)	(14,771.42)	(253,630.65)
	Other Assets Subtotal:	<u>(238,859.23)</u>	<u>(14,771.42)</u>	<u>(253,630.65)</u>
	Total Assets and Deferred Outflows of Resources:	<u>433,818.07</u>	<u>(21,551.98)</u>	<u>412,266.09</u>
<u>Current Liabilities</u>				
08 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
08 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
08 603	ENCUMBRANCES	0.00	0.00	0.00
08 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
08 692	LESS: EXPENDITURES TO DATE	(126,250.85)	(21,551.98)	(147,802.83)
08 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(126,250.85)</u>	<u>(21,551.98)</u>	<u>(147,802.83)</u>
<u>Fund Balance</u>				
08 704	FUND BALANCE	560,068.92	0.00	560,068.92
08 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>560,068.92</u>	<u>0.00</u>	<u>560,068.92</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>433,818.07</u>	<u>(21,551.98)</u>	<u>412,266.09</u>

Balance Sheet
Period Ending: June 2018
Monthly; Processing Month 06/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 09	Construction			
<u>Current Assets</u>				
09 101	CASH	12.80	1.44	14.24
	Current Assets Subtotal:	<u>12.80</u>	<u>1.44</u>	<u>14.24</u>
<u>Other Assets</u>				
09 390	BUDGETED REVENUE	0.00	0.00	0.00
09 392	LESS: REVENUE RECEIVED	(1,321,484.84)	(350,018.84)	(1,671,503.68)
	Other Assets Subtotal:	<u>(1,321,484.84)</u>	<u>(350,018.84)</u>	<u>(1,671,503.68)</u>
	Total Assets and Deferred Outflows of Resources:	<u>(1,321,472.04)</u>	<u>(350,017.40)</u>	<u>(1,671,489.44)</u>
<u>Current Liabilities</u>				
09 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
09 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
09 692	LESS: EXPENDITURES TO DATE	(1,321,475.50)	(350,017.40)	(1,671,492.90)
	Other Liabilities Subtotal:	<u>(1,321,475.50)</u>	<u>(350,017.40)</u>	<u>(1,671,492.90)</u>
<u>Fund Balance</u>				
09 704	FUND BALANCE	3.46	0.00	3.46
09 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>3.46</u>	<u>0.00</u>	<u>3.46</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>(1,321,472.04)</u>	<u>(350,017.40)</u>	<u>(1,671,489.44)</u>

**SUPERINTENDENTS REPORT
REGULAR BOARD MEETING**

Date: July 17, 2017

TO: Palmyra District OR-1 BOE

From: Robert Hanger

Re: BOE meeting notes for June

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

Possible agenda items include:

Construction, negotiations

A. Consent Agenda

Building Fund: Benesch \$2783.75 testing services, Jung Electric \$17,360.00 lighting sensor upgrades Bennet Elementary and Palmyra High School, Schaefer's \$1277.00 concessions refrigerators, Hamilton's \$1436.18 removal of exhaust stack Palmyra high school.

Depreciation Fund: Follett \$2174.56 Textbooks, Hamilton's \$8756.00 replacement AC unit Palmyra High School.

Construction Fund: Clark Enersen \$1611.57 Cheever Construction \$427,436.19 Palmyra Project.

B. General Fund claims:

A-1 Refrigeration: \$173.85 Palmyra ice machine repair.

Action Movers: \$460.00 Moving fee for piano to the repair shop.

B2 Environmental: \$650.00 removal and disposal of stage lights that are no longer suitable for use.

Comfort Inn: \$629.70 Career Conference Lodging.

CPI: \$150.00 Nonviolent crisis intervention training.

Cross Dillon: \$38.06 Tire repair.

DakTech: \$3556.00 Computer hardware.

ESU Coordinating Council: \$584.00 Annual movie licensing copyright fee.

Instructure Inc.: \$6500.00 Student management system annual software licensing fee.

Lancaster County Health Dept.: \$210.00 Annual waste disposal fee.

Midwest Alarm Services: \$363.98 Installation of IP fire panel monitoring system at Bennet Elementary.

Nebraska Council of School Administrators: \$1060.00 Career Educators conference.

Perry Law Firm: \$1090.00 Updated job description in compliance with state and federal law, review of student and staff handbooks.

Planbook (Teacher Innovations) : \$720.00 Annual software renewal.

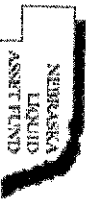
SOCS: \$2052.00 Annual web hosting software renewal.

Southwest Auto: \$5377.77 Inspections and maintenance, bus 10 repair and install window latch kits, replace brake rotors and pads, bus 07 rear clearance light, left rear axle seal, install cruise control, bus 15 repair brake lines, install battery disconnect switch, bus 11 repair upper radiator hose, clearance lamp bulb, handle assembly.

TAESE: \$375.00 Special Education MTSS summit.

Stutheit Implement: \$56.56 Mower throttle part.

Sync B Amazon: \$56.07 Computer supplies



Palmyra-Bennet School District - Construction Fund - 9300657

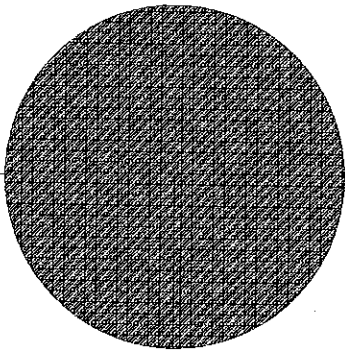
Account Statement - Transaction Summary

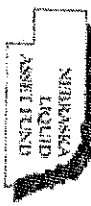
For the Month Ending **June 30, 2018**

NLAF	
Opening Market Value	1,658,260.37
Purchases	1,848.96
Redemptions	(350,017.40)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,310,091.93
Cash Dividends and Income	1,848.96

Asset Summary		
NLAF	June 30, 2018	May 31, 2018
	1,310,091.93	1,658,260.37
Total	\$1,310,091.93	\$1,658,260.37
Asset Allocation		

NLAF
100.00%





Account Statement

For the Month Ending June 30, 2018

Palmyra-Bennet School District - Construction Fund - 9300657

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
NIAP					
Opening Balance					1,658,260.37
06/15/18	06/15/18	Redemption - ACH Redemption	1.00	(350,017.40)	1,308,242.97
06/29/18	07/02/18	Accrual Income Div Reinvestment - Distributions	1.00	1,848.96	1,310,091.93
Closing Balance					1,310,091.93

	Month of June	Fiscal YTD September-June	Closing Balance
Opening Balance	1,658,260.37	4,093,805.53	1,310,091.93
Purchases	1,848.96	22,727.64	1,471,707.69
Redemptions (Excl. Checks)	(350,017.40)	(2,806,441.24)	1,54%
Check Disbursements	0.00	0.00	
Closing Balance	1,310,091.93	1,310,091.93	
Cash Dividends and Income	1,848.96	22,727.64	

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Unposted; Batch Description July 16, 2018 Bills General Fund

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	0076569	A-1 REFRIGERATION, INC.	07/16/2018	173.85
01 2620 310 200		Sec Repairmen		173.85
Total	A-1 REFRIGERATION, INC.			173.85
	270532	ABC TERMITE & PEST CONTROL	07/16/2018	109.00
01 2610 690 200		Sec Upkeep		109.00
Total	ABC TERMITE & PEST CONTROL			109.00
	22904565	Access Systems Leasing	07/16/2018	2,156.41
01 1110 320 100		Copier elementary		1,078.21
01 1110 320 200		Copier Secondary		1,078.20
Total	Access Systems Leasing			2,156.41
	INV0004	Action Movers	07/16/2018	460.00
01 2610 319 100		Contracted Services		460.00
Total	Action Movers			460.00
	20725	B2 ENVIRONMENTAL	07/16/2018	650.00
01 2610 690 200		Sec Upkeep		650.00
Total	B2 ENVIRONMENTAL			650.00
	MILEAGE FOR 2017-18	Brown, Burke	07/16/2018	632.75
01 1110 670 200		Sec Travel & Mileage		632.75
Total	Brown, Burke			632.75
	17808 7/2-7/25/2018	CASEY'S GENERAL STORES, INC	07/16/2018	1,471.92
01 2750 336 000		Gas & Oil		791.68
01 2750 336 000		Gas & Oil		653.39
01 2610 410 200		Sec Supplies		26.85
Total	CASEY'S GENERAL STORES, INC			1,471.92
	3246773	CenterPoint Energy Services Retail, LLC	07/16/2018	1,191.46
01 2610 321 100		natural gas		241.30
01 2610 321 200		Fuel		950.16
Total	CenterPoint Energy Services Retail, LLC			1,191.46
	582100307	Comfort Inn	07/16/2018	314.85
01 1110 670 200		Sec Travel & Mileage		314.85
	582111470	Comfort Inn	07/16/2018	314.85
01 1110 670 200		Sec Travel & Mileage		314.85
Total	Comfort Inn			629.70
	DOTEXAMDORAN & CIS 18	COMPLETE CHIROPRACTIC & WELLNESS CENTER	07/16/2018	130.00
01 2750 690 000		Other Expense		130.00
Total	COMPLETE CHIROPRACTIC & WELLNESS CENTER			130.00
	IUS0101748	CPI	07/16/2018	150.00
01 1222 310 100		Elem Professional Dev		75.00
01 1222 310 200		Sec Professional Dev		75.00
Total	CPI			150.00

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Unposted; Batch Description July 16, 2018 Bills General Fund

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	0010075431	CROSS DILLON TIRE LINCOLN	07/16/2018	38.06
01 2750 338 000		Bus Repairs		38.06
Total	CROSS DILLON TIRE LINCOLN			38.06
	INV0334764	DakTech Inc.	07/16/2018	929.00
01 2410 560 200		Sec Computer Hardware		929.00
	INV0334836	DakTech Inc.	07/16/2018	769.00
01 2410 560 200		Sec Computer Hardware		769.00
	INV0334846	DakTech Inc.	07/16/2018	1,858.00
01 1222 560 100		Elem Computer Hardware		464.50
01 1222 560 200		Sec Computer Hardware		464.50
01 4990 560 100		REAP GRANT/Computer Equipment		464.50
01 4990 560 200		Secondary Computer Equipment		464.50
Total	DakTech Inc.			3,556.00
	1117740	DAS State ACCTG-Central Finance	07/16/2018	234.93
01 2224 382 000		Internet Service		234.93
Total	DAS State ACCTG-Central Finance			234.93
	SUMMER SCHOOL 2018	Dowding, Lisa	07/16/2018	167.19
01 6000 410 100		Elem Supplies -summer school		167.19
Total	Dowding, Lisa			167.19
	660501 - JUNE 2018	EDUCATIONAL SERVICE UNIT #4	07/16/2018	3,070.24
01 4404 318 100		contracted services		213.16
01 1212 313 000		Sped Director (esu4)		1,918.43
01 4404 318 100		contracted services		302.12
01 4410 318 100		IDEA Contracted Services (Hearing)		453.18
01 4404 318 100		contracted services		183.35
	8712	EDUCATIONAL SERVICE UNIT #4	07/16/2018	375.00
01 2310 690 000		Other Expense		375.00
Total	EDUCATIONAL SERVICE UNIT #4			3,445.24
	10859	EDUCATIONAL SERVICE UNIT #6	07/16/2018	530.57
01 2224 382 000		Internet Service		530.57
Total	EDUCATIONAL SERVICE UNIT #6			530.57
	2018 SUMMITJULY12&13	Educational Service Unit 9	07/16/2018	1,314.00
01 2212 310 100		Elem Staff Development		876.00
01 2212 310 200		Sec Staff Development		438.00
Total	Educational Service Unit 9			1,314.00
	284861	EGAN SUPPLY CO	07/16/2018	246.37
01 2610 410 200		Sec Supplies		246.37
	284946	EGAN SUPPLY CO	07/16/2018	1,434.61
01 2610 410 200		Sec Supplies		1,434.61
Total	EGAN SUPPLY CO			1,680.98
	AEPA000738	ESU Coordinating Council	07/16/2018	584.00

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Unposted; Batch Description July 16, 2018 Bills General Fund

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2310 318 100		Contracted Services		292.00
01 2310 318 200		Contracted Services		292.00
Total	ESU Coordinating Council			584.00
	INV009583	FES -FOUNDATION FOR EDUCATIONAL SERVICES	07/16/2018	2,052.00
01 2224 382 000		Internet Service		2,052.00
Total	FES -FOUNDATION FOR EDUCATIONAL SERVICES			2,052.00
	JULY 2018 FLEX PLAN	FIRST CONCORD BENEFITS	07/16/2018	100.00
01 2510 690 000		Other Expense		100.00
Total	FIRST CONCORD BENEFITS			100.00
	2018-26279-00	FREMONT INDUSTRIES, INC KURITA GROUP	07/16/2018	334.75
01 2610 690 100		Elem Upkeep		334.75
Total	FREMONT INDUSTRIES, INC KURITA GROUP			334.75
	DOTEXAM& BUSPERMIT18	Holdsworth, Randy	07/16/2018	97.50
01 2750 690 000		Other Expense		97.50
Total	Holdsworth, Randy			97.50
	644337	INSPRO INC.	07/16/2018	(223.00)
01 2310 641 000		Liability Insurance		(223.00)
	644405	INSPRO INC.	07/16/2018	456.00
01 2310 240 000		Workers Compensation		456.00
	646777	INSPRO INC.	07/16/2018	122.00
01 2750 641 000		Insurance		122.00
Total	INSPRO INC.			355.00
	INV328846	INSTRUCTURE, INC.	07/16/2018	6,500.00
01 1110 460 200		Sec Comp Software		6,500.00
Total	INSTRUCTURE, INC.			6,500.00
	012081	IntelePeer Cloud Communications LLC	07/16/2018	298.00
01 2510 382 100		Elem Telephone		149.00
01 2510 382 200		Sec Telephone		149.00
Total	IntelePeer Cloud Communications LLC			298.00
	MOVING EXPENSE 2018	JOHNSON, HEATH	07/16/2018	2,601.30
01 2410 690 200		Sec Other Expenses		2,601.30
Total	JOHNSON, HEATH			2,601.30
	118-60005094 5-6/18	Lincoln Journal Star	07/16/2018	616.84
01 2310 350 000		Advertise/printing		616.84
Total	Lincoln Journal Star			616.84
	WASTE PERMIT 2018	LINCOLN-LANCASTER COUNTY HEALTH DEPT.	07/16/2018	210.00
01 2610 410 100		Elem Supplies		210.00
Total	LINCOLN-LANCASTER COUNTY HEALTH DEPT.			210.00

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Unposted; Batch Description July 16, 2018 Bills General Fund

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	IN 18101	Meininger Fire Protection, Inc	07/16/2018	330.00
01 2620 310 100		Elem Repairmen		330.00
Total		Meininger Fire Protection, Inc		330.00
	78349	MENARDS	07/16/2018	201.79
01 2610 410 200		Sec Supplies		201.79
	79093	MENARDS	07/16/2018	120.43
01 2610 410 200		Sec Supplies		120.43
	79295	MENARDS	07/16/2018	74.53
01 2610 410 200		Sec Supplies		74.53
	79541	MENARDS	07/16/2018	83.17
01 2610 410 200		Sec Supplies		83.17
	79543	MENARDS	07/16/2018	139.00
01 2610 410 200		Sec Supplies		139.00
	79649	MENARDS	07/16/2018	26.75
01 2610 410 200		Sec Supplies		26.75
	80322	MENARDS	07/16/2018	133.14
01 2610 410 100		Elem Supplies		133.14
Total		MENARDS		778.81
	424899	MIDAMERICA BOOKS	07/16/2018	365.10
01 2222 430 100		Elem Library Books		365.10
Total		MIDAMERICA BOOKS		365.10
	288981	MIDWEST ALARM SERVICES	07/16/2018	363.98
01 2610 319 100		Contracted Services		363.98
Total		MIDWEST ALARM SERVICES		363.98
	012611	MIDWEST FARMERS COOP	07/16/2018	343.00
01 2610 410 200		Sec Supplies		343.00
	012732	MIDWEST FARMERS COOP	07/16/2018	61.85
01 2610 410 200		Sec Supplies		61.85
	018099	MIDWEST FARMERS COOP	07/16/2018	241.50
01 2610 410 200		Sec Supplies		241.50
Total		MIDWEST FARMERS COOP		646.35
	979550 - 2018-19	NASP	07/16/2018	210.00
01 1214 410 100		Supplies		210.00
Total		NASP		210.00
	0355454-IN	NEBRASKA AIR FILTER, INC	07/16/2018	273.74
01 2610 410 200		Sec Supplies		273.74
	0355512-IN	NEBRASKA AIR FILTER, INC	07/16/2018	298.96
01 2610 410 200		Sec Supplies		298.96
Total		NEBRASKA AIR FILTER, INC		572.70
	4TH QRT 2018	NEBRASKA CITY PUBLIC SCHOOLS	07/16/2018	6,300.00
01 1222 310 313		Alternative Education		6,300.00
Total		NEBRASKA CITY PUBLIC SCHOOLS		6,300.00
	1546-1 5/04-6/04/18	NEBRASKA CITY UTILITIES	07/16/2018	72.27
01 2610 322 200		Sec Electricity		72.27

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User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	28333-3 5/04-6/04/18	NEBRASKA CITY UTILITIES	07/16/2018	92.78
01 2610 322 100		Elem Electricity		92.78
	3273-0 5/04-6/04/18	NEBRASKA CITY UTILITIES	07/16/2018	3,726.05
01 2610 322 100		Elem Electricity		3,726.05
	3321-7 5/04-6/04/18	NEBRASKA CITY UTILITIES	07/16/2018	6,266.57
01 2610 322 200		Sec Electricity		6,266.57
	39365-6 5/04-6/04/18	NEBRASKA CITY UTILITIES	07/16/2018	65.30
01 2610 322 200		Sec Electricity		65.30
Total NEBRASKA CITY UTILITIES				<u>10,222.97</u>
	2018 ADMN DAYS	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/16/2018	195.00
01 2320 690 000		Other Expense		195.00
	54933	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/16/2018	465.00
01 2212 310 200		Sec Staff Development		465.00
	54934	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/16/2018	400.00
01 2212 310 200		Sec Staff Development		400.00
Total NEBRASKA COUNCIL OF SCHOOL ADMIN.				<u>1,060.00</u>
	2018-19 MEMBER	NRCSA	07/16/2018	850.00
01 2320 630 000		Dues & Fees		85.00
01 2120 690 200		Sec Other Expense		85.00
01 2410 630 200		Sec Princ Dues		85.00
01 2410 630 100		Elem Dues		85.00
01 2310 630 000		Dues & Fees		510.00
Total NRCSA				<u>850.00</u>
	1502-20180630	ONE SOURCE	07/16/2018	45.50
01 2310 690 000		Other Expense		45.50
Total ONE SOURCE				<u>45.50</u>
	JULY 2018 REIMB	PALMYRA ACTIVITY FUND	07/16/2018	2,773.45
01 3135 410 134		Hal Supplies		200.00
01 2510 341 100		Postage		25.00
01 2510 341 200		Sec Postage		25.00
01 2410 690 200		Sec Other Expenses		1,893.00
01 6000 410 100		Elem Supplies -summer school		630.45
Total PALMYRA ACTIVITY FUND				<u>2,773.45</u>
	38	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	07/16/2018	1,090.00
01 2310 317 000		Legal Services		1,090.00
Total Perry, Guthery, Hasse & Gessford, P.C., L.L.O.				<u>1,090.00</u>
	1007591521	PITNEY BOWES INC	07/16/2018	169.98
01 2510 341 200		Sec Postage		169.98
Total PITNEY BOWES INC				<u>169.98</u>
	3306582525	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL	07/16/2018	162.66
01 2510 341 200		Sec Postage		162.66
Total PITNEY BOWS GLOBAL FINANCIAL SERVICES LL				<u>162.66</u>

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Unposted; Batch Description July 16, 2018 Bills General Fund

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 690 200	JULY 2018 PHS	RECYCLING ENTERPRISES OF NE, INC.	07/16/2018	90.00
		Sec Upkeep		90.00
Total		RECYCLING ENTERPRISES OF NE, INC.		<u>90.00</u>
01 2620 310 200	30372	Schaefer's Appliance Service, Inc.	07/16/2018	117.69
		Sec Repairmen		117.69
Total		Schaefer's Appliance Service, Inc.		<u>117.69</u>
01 2410 530 200	208120581289	SCHOOL SPECIALTY	07/16/2018	438.18
		Sec Furniture/Equipment		219.09
01 1110 530 200		Sec Furn & Equip		219.09
Total		SCHOOL SPECIALTY		<u>438.18</u>
01 2222 430 100	GOLDEN SOWER 2019	Smidt, Matt	07/16/2018	488.97
		Elem Library Books		488.97
Total		Smidt, Matt		<u>488.97</u>
01 2510 319 000	1225 - JULY 2018	Software Unlimitd, Inc.	07/16/2018	5,150.00
		Financial Accounting		5,150.00
Total		Software Unlimitd, Inc.		<u>5,150.00</u>
01 2750 338 000	148424	Southwest Auto	07/16/2018	447.10
		Bus Repairs		447.10
01 2750 338 000	148470	Southwest Auto	07/16/2018	310.20
		Bus Repairs		310.20
01 2750 338 000	148509	Southwest Auto	07/16/2018	445.20
		Bus Repairs		445.20
01 1120 338 200	148517	Southwest Auto	07/16/2018	265.50
		Car Repairs		265.50
01 1120 338 200	148531	Southwest Auto	07/16/2018	98.00
		Car Repairs		98.00
01 2750 338 000	148545	Southwest Auto	07/16/2018	820.62
		Bus Repairs		820.62
01 1120 338 200	148620	Southwest Auto	07/16/2018	868.36
		Car Repairs		868.36
01 2750 338 000	148647	Southwest Auto	07/16/2018	2,122.81
		Bus Repairs		2,122.81
Total		Southwest Auto		<u>5,377.79</u>
01 2620 310 200	P17441	STUTHEIT IMPLEMENT CO	07/16/2018	56.56
		Sec Repairmen		56.56
Total		STUTHEIT IMPLEMENT CO		<u>56.56</u>
01 2610 410 200	441486594	Supplyworks	07/16/2018	85.92
		Sec Supplies		85.92
01 2610 410 100	442729562	Supplyworks	07/16/2018	132.16
		Elem Supplies		132.16
Total		Supplyworks		<u>218.08</u>
01 1110 670 100	2ND SEMS MILEAGE2018	Swartzendruber, Sarah	07/16/2018	402.21
		Elem Travel & Mileage		402.21
Total		Swartzendruber, Sarah		<u>402.21</u>

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Unposted; Batch Description July 16, 2018 Bills General Fund

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
01 1110 420 200	587346658684	SYNCB/AMAZON	07/16/2018	45.08
		Sec Textbooks		45.08
01 4990 560 200	856464533457	SYNCB/AMAZON	07/16/2018	10.99
		Secondary Computer Equipment		10.99
Total SYNCB/AMAZON				<u>56.07</u>
01 1222 310 100	NEMTSS_23	TAESE/USU	07/16/2018	375.00
		Elem Professional Dev		125.00
01 1222 310 200		Sec Professional Dev		125.00
01 2410 310 100		Elem Principal Development		125.00
Total TAESE/USU				<u>375.00</u>
01 1110 460 100	537910	Teacher Innovations, Inc.	07/16/2018	720.00
		Elem Comp Software		360.00
01 1110 460 200		Sec Comp Software		360.00
Total Teacher Innovations, Inc.				<u>720.00</u>
01 2224 382 100	SI-18-005725	UNITE PRIVATE NETWORKS LLC	07/16/2018	1,384.98
		Dist Lrng Connection		692.49
01 2224 382 200		Dist Lrng Connection		692.49
Total UNITE PRIVATE NETWORKS LLC				<u>1,384.98</u>
01 2610 323 100	46896	VILLAGE OF BENNET	07/16/2018	1,195.14
		Elem Water & Sewer		1,158.58
01 2610 342 100		Electricity		36.56
01 2610 323 100	46897	VILLAGE OF BENNET	07/16/2018	1,176.00
		Elem Water & Sewer		1,176.00
Total VILLAGE OF BENNET				<u>2,371.14</u>
01 2610 323 200	230001 JULY 2018	VILLAGE OF PALMYRA	07/16/2018	24.00
		Sec Water & Sewer		24.00
01 2610 323 200	257001 JULY 2018	VILLAGE OF PALMYRA	07/16/2018	286.00
		Sec Water & Sewer		286.00
01 2610 323 200	274001 - JULY 2018	VILLAGE OF PALMYRA	07/16/2018	37.84
		Sec Water & Sewer		37.84
Total VILLAGE OF PALMYRA				<u>347.84</u>
01 2310 350 000	191155	VOICE NEWS	07/16/2018	76.00
		Advertise/printing		76.00
01 2310 350 000	191156	VOICE NEWS	07/16/2018	96.00
		Advertise/printing		96.00
01 2310 350 000	191782	VOICE NEWS	07/16/2018	96.00
		Advertise/printing		96.00
01 2310 350 000	191783	VOICE NEWS	07/16/2018	96.00
		Advertise/printing		96.00
01 2310 350 000	191798	VOICE NEWS	07/16/2018	6.73
		Advertise/printing		6.73
01 2310 350 000	192105	VOICE NEWS	07/16/2018	110.67
		Advertise/printing		110.67
01 2310 350 000	192106	VOICE NEWS	07/16/2018	32.40
		Advertise/printing		32.40
01 2310 350 000	192107	VOICE NEWS	07/16/2018	36.61
		Advertise/printing		36.61

Board Report - Detail

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Posted - All; Batch Description General Fund Bills July 16, 2018; Fund Number 01				
Account Number		Detail Description		Amount
Total	VOICE NEWS			<u>550.41</u>
	1639142 - JUL-SEP18	WASTE CONNECTIONS OF NEBRASKA	07/16/2018	718.23
01 2610 690 200		Sec Upkeep		718.23
Total	WASTE CONNECTIONS OF NEBRASKA			<u>718.23</u>
	091816657 JULY 2018	WINDSTREAM	07/16/2018	406.40
01 2510 382 200		Sec Telephone		406.40
Total	WINDSTREAM			<u>406.40</u>
Fund Number	01			<u>77,682.50</u>
Checking Account ID	1			<u>77,682.50</u>

July 16, 2018 Bills	\$ 77682.50
June 2018 Payroll	\$ 426485.86
Total	\$ 504168.36

Revenue Summary Report
 Processing Month: 06/2018
 Regular; Processing Month 06/2018

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes-other	0.00	0.00	31,579.92	0.00	(31,579.92)
01 1110	Local Property Taxes	4,070,970.00	145,463.05	3,898,615.65	95.77	172,354.35
01 1115	Carlisle Tax	0.00	0.00	0.00	0.00	0.00
01 1125	Motor Vehicle Tax	283,952.00	15,867.98	230,002.49	81.00	53,949.51
01 1200	Tuition	0.00	0.00	2,520.00	0.00	(2,520.00)
01 1210	Tuition Other Districts	0.00	0.00	0.00	0.00	0.00
01 1250	Summer Tuition	10,000.00	0.00	3,800.00	38.00	6,200.00
01 1270	Preschool Tuition & Fees	10,000.00	0.00	21,600.00	216.00	(11,600.00)
01 1270 0002	Preschool Tuition & Fees	0.00	0.00	0.00	0.00	0.00
01 1310	Transportation Other District	0.00	0.00	0.00	0.00	0.00
01 1410	Interest On Investments	0.00	137.07	1,057.20	0.00	(1,057.20)
01 1610	Local License Fees	0.00	0.00	830.00	0.00	(830.00)
01 1810	Community Services	20,000.00	343.52	25,694.06	128.47	(5,694.06)
01 1910	Rental Of School Facility	200.00	250.00	488.24	244.12	(288.24)
01 1990	Other Local Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		4,396,122.00	162,061.62	4,216,187.56	95.93	178,934.44
01 2110	Co Fines & License Fees	14,000.00	1,653.87	26,807.21	191.48	(12,807.21)
01 2130	Other Local Receipts	0.00	0.00	0.00	0.00	0.00
01 2150 0002	SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00
01 2190	Sencap tuition	0.00	0.00	0.00	0.00	0.00
01 2200	Esu Receipts-other	0.00	0.00	0.00	0.00	0.00
01 2210	Esu Receipts	5,000.00	0.00	657.00	13.14	4,343.00
Subtotal: COUNTY AND ESU RECEIPTS		19,000.00	1,653.87	27,464.21	144.55	(8,464.21)
01 3100	State Appropriation	0.00	0.00	0.00	0.00	0.00
01 3110	State Aid	1,285,328.00	126,964.00	1,269,640.00	98.78	15,688.00
01 3120	Spec Ed/school Age	100,000.00	64,123.00	354,136.00	354.14	(254,136.00)
01 3125	Special ed Transportation	1,500.00	0.00	6,230.00	415.33	(4,730.00)
01 3130	Homestead Exemption	20,000.00	7,549.67	46,924.55	234.62	(26,924.55)
01 3131	Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3135	Pymts/high Abil Learners	3,500.00	0.00	5,446.00	155.60	(1,946.00)
01 3140	Drivers Education	0.00	250.00	4,250.00	0.00	(4,250.00)
01 3180	Pro-Rate Motor Vehicle	7,000.00	0.00	0.00	0.00	7,000.00
01 3200	State Apportionment	52,000.00	0.00	78,884.51	151.70	(26,884.51)
01 3300	In Lieu Of School Land Tax	0.00	0.00	0.00	0.00	0.00
01 3500	Quality Ed Incentive Grant	0.00	0.00	0.00	0.00	0.00
01 3512	District Education Incentive	0.00	0.00	0.00	0.00	0.00
01 3513	Mentor Grant	0.00	0.00	0.00	0.00	0.00
01 3540	State Early Childhood	63,660.00	0.00	84,718.25	133.08	(21,058.25)
01 3990	Other State Receipts	25,000.00	0.00	0.00	0.00	25,000.00
Subtotal: STATE RECEIPTS		1,557,988.00	198,886.67	1,850,229.31	118.76	(292,241.31)
01 4100	NCLB Title 1 Part A, Carry Over	0.00	0.00	0.00	0.00	0.00
01 4200	NCLB Title 1 Part A, Curreant Year	32,000.00	26,256.00	26,256.00	82.05	5,744.00
01 4201	NCLB consolidated	0.00	0.00	0.00	0.00	0.00
01 4300	NCLB Title V Part A (Innovation Edu	5,000.00	0.00	0.00	0.00	5,000.00
01 4310	Title II	0.00	0.00	5,284.50	0.00	(5,284.50)
01 4320	R.E.A.P. Rural Education Achievemen	0.00	0.00	0.00	0.00	0.00
01 4400	Title VI-B Pre-School Special Educa	0.00	0.00	0.00	0.00	0.00
01 4401	Title VI-B Programs	0.00	0.00	0.00	0.00	0.00
01 4402	Title VI-B Transportation	0.00	0.00	0.00	0.00	0.00
01 4403	Title VI-B Other	0.00	0.00	0.00	0.00	0.00
01 4404	IDEA Part B Base Allocation	0.00	0.00	46,906.00	0.00	(46,906.00)
01 4406	Idea base 3-5	0.00	0.00	0.00	0.00	0.00
01 4406 0002	IDEA BASE 3-5	0.00	0.00	0.00	0.00	0.00

Revenue Summary Report
Processing Month: 06/2018
Regular; Processing Month 06/2018

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4410	IDEA Enrollment/Poverty	85,000.00	0.00	61,694.00	72.58	23,306.00
01 4425	Title VI-B Class Size Reduction	0.00	0.00	0.00	0.00	0.00
01 4450	Medicaid Reimbursement	7,500.00	0.00	0.00	0.00	7,500.00
01 4455	Medicaid Admin Activities Pub Schoo	10,000.00	0.00	0.00	0.00	10,000.00
01 4455 0002	MEDICAID ADMIN ACTIVITIES PUBLIC SC	0.00	0.00	0.00	0.00	0.00
01 4500	Star Grant	0.00	0.00	0.00	0.00	0.00
01 4580	Ed Jobs	0.00	0.00	0.00	0.00	0.00
01 4599	Fed State Fiscal Stabilization ARRA	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: Idea Part B Enrollment /Pover	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA idea	0.00	0.00	0.00	0.00	0.00
01 4630 0002	ARRA Aideaprespymt	0.00	0.00	0.00	0.00	0.00
01 4690	Other Federqal Non-Categorical Rece	0.00	0.00	0.00	0.00	0.00
01 4700	Federal Vocational Education	0.00	0.00	0.00	0.00	0.00
01 4750	School to Work	0.00	0.00	0.00	0.00	0.00
01 4810	ARRA TITLE 1	0.00	0.00	0.00	0.00	0.00
01 4900	Other Federal Receipts	0.00	0.00	0.00	0.00	0.00
01 4955	NCLB Title II Part A (teacher/princ	0.00	0.00	0.00	0.00	0.00
01 4960	NCLB Title IV Part A (Safe & Drug F	0.00	0.00	0.00	0.00	0.00
01 4965	Goals 2000	0.00	0.00	0.00	0.00	0.00
01 4975	Innovation in Education (Frameworks	0.00	0.00	0.00	0.00	0.00
01 4985	NCLB Title II Part D (Technology)	0.00	0.00	0.00	0.00	0.00
01 4990	R.E.A.P.	0.00	0.00	0.00	0.00	0.00
01 4992	REAP	20,000.00	0.00	422.00	2.11	19,578.00
01 4994	SCIP	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		159,500.00	26,256.00	140,562.50	88.13	18,937.50
01 5000	Non Revenue Receipts-other	0.00	689.53	1,436.53	0.00	(1,436.53)
01 5300	insurance adj.	0.00	0.00	0.00	0.00	0.00
01 5400	sale of assets	0.00	0.00	0.00	0.00	0.00
01 5400 0003	Sale of Property	0.00	0.00	0.00	0.00	0.00
01 5500	Transfers From Funds	0.00	8,583.51	90,025.43	0.00	(90,025.43)
01 5610	Art Class Receipts	0.00	0.00	0.00	0.00	0.00
01 5620	Industrial Arts Receipts	0.00	0.00	0.00	0.00	0.00
01 5690	Other Non Revenue Receipts	1,000.00	182.00	20,979.68	2,097.97	(19,979.68)
Subtotal: NON-REVENUE RECEIPTS		1,000.00	9,455.04	112,441.64	11,244.16	(111,441.64)
01 8000 0002	Transfers	0.00	0.00	0.00	0.00	0.00
Subtotal: Transfers		0.00	0.00	0.00	0.00	0.00
01 9000	9000 non programmed	0.00	0.00	0.00	0.00	0.00
01 9000 0002	NON-PROGRAMMED EXPESNES	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		6,132,610.00	398,313.20	6,346,885.22	103.49	(214,275.22)

Expenditure Report by Function/Object - Summary

Regular Processing Month 07/2018

User ID: KFH

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4810	10,091.00	0.00	0.00	0.00	10,091.00	0.00	0.00	10,091.00
4955	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4960	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4985	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4990	21,000.00	939.99	939.99	4.48	20,060.01	0.00	0.00	20,060.01
4991	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4992	37,000.00	0.00	24,745.78	66.88	12,254.22	0.00	0.00	12,254.22
4994	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	0.00	797.64	1,408.72	0.00	(1,408.72)	0.00	0.00	(1,408.72)
8000	0.00	0.00	12,828.82	0.00	(12,828.82)	0.00	0.00	(12,828.82)
9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	6,777,454.00	77,682.50	5,437,730.40	80.23	1,340,023.60	0.00	0.00	1,340,023.60

SUPERINTENDENTS REPORT

1. The Nebraska Department of Education has classified District OR-1 as Accredited for school year 2018-19.
2. Construction continues in Palmyra. Since we are touring I have not included pictures.
3. Expenditure exclusions for fiscal 2018 such as the Retirement Contribution exclusion may be filed with the Department of Education. Exclusions are intended to be outside the \$1.05 levy limit if a district is in need of this additional cap space.
4. Work at Bennet Elementary continues in the punch list phase with items including flooring, drainage along the retaining wall, bus lane drainage and the project to convert the classroom lights to motion sensors.
5. Budget projections will reflect an increase that includes new staffing, current staff salary schedule movement and benefit price increases. This includes salary schedule movement, base salary increase, insurance cost increase and additional staffing as discussed last week during our review. Since fiscal 2007 the district has averaged a 2.5 % expenditure increase without adding staffing. We will not receive our county valuation figures until August 20th.
6. I would like to thank the Board of Education and the participants for their attention to strategic planning on behalf of the district. The action plans presented represent an excellent effort on the part of all concerned.
7. Summer projects at Palmyra are mostly tied to the construction taking place within the building. Locker renovations are nearly complete with only a small amount of seam work on the student lockers remaining. Light sensors have been installed in the existing building so that now both the elementary and high school will see savings in electrical costs. I anticipate Clark Enersen finalizing a plan for the south area in Palmyra. I have also asked them for assistance for any drawings available where the former Pre-K building is in Bennet.



NEBRASKA

DEPARTMENT OF EDUCATION

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301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
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June 12, 2018

Administrator
Palmyra District OR-1
PO Box 130
Palmyra, NE 68418

Dear Administrator,

On June 8, 2018, the State Board of Education voted to classify Palmyra District OR-1 as Accredited for the period July 1, 2018, through June 30, 2019. This action follows a recommendation of the State Accreditation Committee and is based upon records indicating that Palmyra District OR-1 operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

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

Sincerely,

A handwritten signature in black ink that reads "Deborah A. Frison".

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

StudentsMarried Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: March 13, 2017

Date of Revision: July 16, 2018

Community RelationsRecording of Others

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

Legal Reference: Neb. Rev. Stat. § 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: July 16, 2018

Business OperationsInsufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Date of Adoption: July 16, 2018

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to this Policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this Policy until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: July 16, 2018

2018-2019
Classified Employees Handbook
Palmyra District OR-1

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Receipt of Handbook

FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

This handbook will be in effect for the 2018-2019 and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

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

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

Foreword

The student population has grown at a manageable rate to between 475 to slightly less than 540 students PK-12 over the last ten years. With the southeasterly expansion of the city of Lincoln, however, growth in the student population in the next few years appears is expected to continue at a steady rate. The recent expansion and remodeling of buildings at both Palmyra and Bennet have room for additional students, but the uncertainty of how much and how fast the student population is apt to grow in the near future has created an opportunity to plan for the future.

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

Section 3 School Mission Statement

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

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

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

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

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

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

Foreword

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

Section 4 Members of the Board of Education

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

Section 5 Administrative Staff

Name	Position
Robert L. Hanger	Superintendent
Heath Johnson	Secondary Principal

Foreword

Linde Walter	Elementary Principal
Aaron Hoeft	Activities Director

Section 6 Certified Staff

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

Foreword

Andrew Conn	Business Education	7-12
Rebecca Gill Renken	Spanish	7-12
Aaron Hoeft	Special Education	7-12
Jennifer Ferretti	Special Education	7-12
Andrew Weils	Special Education	7-12
Kenneth Malone	Vocational Agriculture	7-12
Kristine Lamb	Elementary	Pre-School
Erin Formanek	Elementary	Pre-School
Angela Nitzsche	Elementary	K
Rebecca Dvorak	Elementary	K
Beth McCreight	Vocal Music	K-12
Burke Brown	Business/Technology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	K-12
Jennifer Whyman	Special Education	K-12
Matt Smidt	Librarian/Media	K-12
Ron Wergin	Physical Education	K-12
Sarah Swartzendruber	Art	K-12
Taytum Barbur	Special Education	K-12
Tracy Pella	School Psychologist	K-12
Abigail Swartzendruber	Title I	K-6
Jennifer Hanger	Elementary	K-6
Jessica Hinrichsen	Special Education	K-6
Zachary Wemhoff	Physical Education	K-6
Elyse Moore	Speech Pathology	PreK-12
Jiree Wilson	Speech Pathology	PreK-12
Casandra Hohensee	Special Education	Pre-K-3
Jacklyn Engelhardt	Special Education	K-6

Section 7 Classified Staff

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

Foreword

Clayton Maahs		Bus Driver
Randy David-Jim Tate		Bus Driver
Vicki Hillman-Steve Robb		Bus Driver
Shannon Ruzicka	K-12	Occupational Therapist
Karen Hatcher	District Office	Secretary
LaDona Lilley	District Office	Bookkeeper
Kelly Tate	Elementary	Food Service
TBA	Elementary	Food Service
TBA	Elementary	Lunch Program Supervisor
TBA	Elementary	Para-educator
Kelli Jones	Elementary	Library Para-educator
Trevor Pope	Elementary	Para-educator
Deb Woods	Elementary	Para-educator
Laura Dawson	Elementary	Secretary
Sara Allen	High School	Para-educator
Scott Willeford	Elementary	Head Custodian
Dan Desmond	Jr.-Sr. High School	Para-educator
Jane Powell	Jr.-Sr. High School	Secretary
Steven Meyer	Jr.-Sr. High School	Head Custodian
Jule Maahs	Jr.-Sr. High School	Lunchroom Supervisor
Lisa Phillips	Jr.-Sr. High School	Food Services-Clerical
Jean Knoll	Jr.-Sr. High School	Food Service
Jodi Smith	Jr.-Sr. High School	Food Service
Kim Hartwick	Preschool	Para-educator
Denise Knutson	K-12	Para-educator
Karis King	Preschool	Para-educator
Casendra Hohensee	Preschool	Para-educator

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 2018-2019 Calendar

August

- 6 Start of Fall Practice
- 8-10 Teacher In-service
- 13 Students First Day

September

- 3 No School - Labor Day
- 18 PTC's 2:00-8:00 Early Dismissal

October

- 12 End of 1st Quarter
- 15 Start 2nd Quarter
- 19 No School

November

- 12 Start Winter Practice
- 21-23 No School - Thanksgiving Break

December

- 21 End of 1st Semester
- 22-26 Moratorium on Games/Practice
- 24-31 Winter Vacation

January

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

February

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

March

- 1 No School
- 7 End of 3rd Quarter
- 8 No School Spring Break
- 11 Start 4th Quarter

April

- 19 No School - Spring Break
- 22 No School - Spring Break

May

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

Article 1 – School Calendar and Schedules

Section 2 Daily Schedule

Jr.-Sr. High School

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

Section 3 Shortened Schedule

Jr.-Sr. High School

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

Section 4 Severe Weather and School Cancellations

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

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

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes

Article 1 – School Calendar and Schedules

provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

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

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

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

Section 2 Assignments

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

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

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

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

Article 2 – Employment, Compensation and Benefits

Section 6 Benefits

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

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

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

Section 7 Payroll and Payroll Deductions

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

Section 8 Expense Reimbursement

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

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

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

Article 2 – Employment, Compensation and Benefits

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

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

Section 9 Overtime

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

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

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

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

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

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

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

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

Article 2 – Employment, Compensation and Benefits

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

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

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

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

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

Returning from Absences

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

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

Article 3 – Absences From Work

Section 2 Paid Leave - Sick and Personal Leaves

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

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

Requests for Leave

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

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

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

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

Return from Leave

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

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

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Article 3 – Absences From Work

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

Section 4 Leaves of Absence

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

Section 5 Unpaid Leaves

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

Section 6 Jury Duty Leave

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

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

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

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

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

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

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

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

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

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

Article 3 – Absences From Work

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

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

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

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

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

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

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

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

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

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

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

Article 3 – Absences From Work

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

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

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

www.wagehour.dol.gov

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

Section 8 Military and Family Military Leave

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

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

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

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

Section 9 Adoption Leave

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

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

Section 10 Subpoena to Testify Leave

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

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

Article 3 – Absences From Work

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

Section 11 Voting Leave

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

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

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

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

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

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

Section 2 Arrival to Duty Assignments

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

Section 3 Leaving School

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

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

Section 4 School Procedures

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

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

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

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

Article 4 – Duties and Responsibilities

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

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

Section 5 Supervision of Students

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

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

Article 4 – Duties and Responsibilities

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

2. Proper Instructions

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

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

4. Proper Warnings

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

Article 4 – Duties and Responsibilities

Contact the Office for Assistance

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

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

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

Student Searches

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

Student Rights

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

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

Section 6 Role of Para Educators

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

Article 4 – Duties and Responsibilities

for the students, with the Para educator in a supportive role. Para educators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a Para educator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 7 Dispensing Medication

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

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

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

Section 8 Reporting Child Abuse

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

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

Article 4 – Duties and Responsibilities

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

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

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

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

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

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

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

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

Principle I - Commitment as a School Employee:

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

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

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

Principle II - Commitment to the Student:

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

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

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

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3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to Classified Position Employment Practices:

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

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

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

Competent Performance

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

Therefore, each employee shall:

Article 5 – Personal and Professional Conduct

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

Each employee shall:

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

Each supervisor shall:

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

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

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

Management techniques: The employee shall:

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

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

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

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

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

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

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

Section 2 Role Model

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

Section 3 Professional Boundaries

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

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

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

Article 5 – Personal and Professional Conduct

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

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

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

Section 4 Relationships

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

Article 5 – Personal and Professional Conduct

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

Section 5 Civility

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

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

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

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

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

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

Article 5 – Personal and Professional Conduct

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

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

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

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

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

Section 7 Evaluations

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

Section 8 Employee Complaints or Concerns

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

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

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

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

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

Section 9 Attire

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

Section 10 Outside Employment

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

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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

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

Section 2 Smoke and Tobacco-Free Workplace

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

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

Section 3 Weapon-Free Workplace

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

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

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

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

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Section 4 Use of District Computer Network and Internet

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

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

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

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

The following are unacceptable uses of the technology resources:

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

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. To access any material contrary to the District’s Internet Safety Policy; or to create or generate any such material.
 - 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening

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

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

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

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

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

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

Section 5 Use of School Facilities

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

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

Section 6 Care of School Property

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

Section 7 Use of Telephone

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

Section 8 Visitors

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

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Section 9 Salespersons

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

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

Section 10 Security of Desks and Lockers

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

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

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

Section 11 Video Surveillance

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

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

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or

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authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent’s designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District’s activities and programs and for educational purposes related to such activities and programs. The District’s communication devices are designated as non-public forums, meaning that the devices are not open for public use.

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

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

Section 13 Copyright and Fair Use Policy

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

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

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

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whole, and

- the effect of the use upon the potential market for or value of the copyrighted work.

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

Section 14 Lost and Found

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

Section 15 Safety

Safety Program and Safety Committee

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

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

Safety Practices

Guidelines for safe work practices for employees include the following:

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

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7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
11. Do not engage in “horseplay.” Such conduct is a common cause of injuries and is not consistent with job duties. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver’s license and proof of insurance. Employees will be provided a Driver’s Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

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

Accidents

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

Workers Compensation

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

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

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

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

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

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

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

Section 2 Designation of Coordinators

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

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

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

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

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

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

Preventing Harassment and Discrimination

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

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

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

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

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

Grievance Procedures

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

Section 4 Grievance Procedure for Persons with a Disability

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

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

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

Section 5 Confidentiality of Student Records (FERPA)

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

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

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

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

Section 7 Breakfast and Lunch Programs

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

Section 8 Confidentiality of Protected Health Information

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

**RECEIPT OF 2018-2019 CLASSIFIED EMPLOYEE HANDBOOK OF
DISTRICT OR-1**

This signed receipt acknowledges receipt of the 2018-2019 Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

Return to:

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

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

Return to:

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

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Receipt of Teacher Handbook

**District OR-1 Teacher Handbook
2018-2019 School Year**

FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

This handbook will be in effect for the 2018-2019 and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

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

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

Foreword

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

The student population has grown at a manageable rate to between 475 to slightly less than 540 students PK-12 over the last ten years. With the southeasterly expansion of the city of Lincoln, however, growth in the student population in the next few years appears is expected to continue at a steady rate. The recent expansion and remodeling of buildings at both Palmyra and Bennet have room for additional students, but the uncertainty of how much and how fast the student population is apt to grow in the near future has created an opportunity to plan for the future.

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

Section 3 School Mission Statement

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

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

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

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

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

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

Foreword

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

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

Section 4 Members of the Board of Education

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

Section 5 Administrative Staff

Name	Position
Robert L. Hanger	Superintendent

Foreword

Heath Johnson	Secondary Principal
Linde Walter	Elementary Principal
Aaron Hoeft	Activities Director

Section 6 Certified Staff

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

Foreword

Andrew Conn	Business Education	7-12
Jeff Panko	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Rebecca Gill Renken	Spanish	7-12
Aaron Hoeft	Special Education	7-12
Jennifer Ferretti	Special Education	7-12
Andrew Weils	Special Education	7-12
Taytum Barbur	Special Education	7-12
Kenneth Malone	Vocational Agriculture	7-12
Kristine Lamb	Elementary	Pre-School
Erin Formanek	Elementary	Pre-School
Angela Nitzsche	Elementary	K
Rebecca Dvorak	Elementary	K
Beth McCreight	Vocal Music	K-12
Burke Brown	Business/Technology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	K-12
Jennifer Whyman	Special Education	K-12
Matt Smidt	Librarian/Media	K-12
Ron Wergin	Physical Education	K-12
Sarah Swartzendruber	Art	K-12
Tracy Pella	School Psychologist	K-12
Abigail Swartzendruber	Title I	K-6
Jennifer Hanger	Elementary	K-6
Jessica Hinrichsen	Special Education	K-6
Zachary Wemhoff	Physical Education	K-6
Elyse Moore	Speech Pathology	PreK-12
Jiree Wilson	Speech Pathology	PreK-12
Casandra Hohensee	Special Education	Pre-K-3
Jacklyn Engelhardt	Special Education	K-6

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Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Deb Knorr-Daniel Kelley		Bus Driver
Clayton Maahs		Bus Driver
Randy David-Jim Tate		Bus Driver
Vicki Hillman-Steve Robb		Bus Driver
Shannon Ruzicka	K-12	Occupational Therapist
Karen Hatcher	District Office	Secretary
LaDona Lilley	District Office	Bookkeeper
TBA	Elementary	Food Service
TBA	Elementary	Food Service
Karen Skinner	Elementary	Lunch Program Supervisor
TBA	Elementary	Para-educator
Kelli Jones	Elementary	Library Para-educator
TBA	Elementary	Para-educator
Deb Woods	Elementary	Para-educator
Selina Hiett	Elementary	Para-educator
Laura Dawson	Elementary	Secretary
Sara Allen	High School	Para-educator
Scott Willeford	Elementary	Head Custodian
Dan Desmond	Jr.-Sr. High School	Para-educator
Jane Powell	Jr.-Sr. High School	Secretary
Steven Meyer	Jr.-Sr. High School	Head Custodian
Jule Maahs	Jr.-Sr. High School	Lunchroom Supervisor
Lisa Phillips	Jr.-Sr. High School	Food Services-Clerical
Jean Knoll	Jr.-Sr. High School	Food Service
Jodi Smith	Jr.-Sr. High School	Food Service
Kim Hartwick	Preschool	Para-educator
Denise Knutson	K-12	Para-educator
Karis King	Preschool	Para-educator

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 2018-2019 Calendar

August

- 6 Start of Fall Practice
- 8-10 Teacher In-service
- 13 Students First Day

September

- 3 No School - Labor Day
- 18 PTC's 2:00-8:00 Early Dismissal

October

- 12 End of 1st Quarter
- 15 Start 2nd Quarter
- 19 No School

November

- 12 Start Winter Practice
- 21-23 No School - Thanksgiving Break

December

- 21 End of 1st Semester
- 22-26 Moratorium on Games/Practice
- 24-31 Winter Vacation

January

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

February

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

March

- 1 No School
- 7 End of 3rd Quarter
- 8 No School Spring Break
- 11 Start 4th Quarter

April

- 19 No School - Spring Break
- 22 No School - Spring Break

May

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

Article 1 - School Calendar and Schedules

Section 2 Daily Schedule

Jr.-Sr. High School

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

Section 3 Shortened Schedule

Jr.-Sr. High School

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

Section 4 Severe Weather and School Cancellations

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

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

Article 1 - School Calendar and Schedules

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

Section 5 Contract Days

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

Section 6 Make-Up Days

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

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

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

Section 2 Assignments

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

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

Article 2 – Employment, Compensation and Benefits

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

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

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

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

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

Article 2 – Employment, Compensation and Benefits

Section 6 Extended Duty Pay

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

Section 7 Benefits

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

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

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

Section 8 Payroll and Payroll Deductions

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

Section 9 Expense Reimbursement

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

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

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

Article 2 – Employment, Compensation and Benefits

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

Section 10 403(b) Salary Reduction Agreements

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

Section 11 Overtime

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

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

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

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

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

Article 2 – Employment, Compensation and Benefits

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

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

1. *Paid Leaves Available.* District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is the District's fiscal year.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
5. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2018-2019
6. school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

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

Article 3 – Absences from Work

Section 3 Unpaid Leaves

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

Discretionary Leave of Absence

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

Section 4 Jury Duty Leave

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

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

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

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

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

Article 3 – Absences from Work

Section 5 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

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

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

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

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

Article 3 – Absences from Work

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

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

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

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

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

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

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

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

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

Article 3 – Absences from Work

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

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

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

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

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

www.wagehour.dol.gov

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

Section 6 Military and Family Military Leave

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

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

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

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

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

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

Article 3 – Absences from Work

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

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

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

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

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

Section 9 Voting Leave

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

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

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

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

Section 1 Hours of Work & Meetings

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

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

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

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

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

Section 2 Arrival to Duty Assignments

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

Section 3 Leaving School

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

Article 4 – Duties and Responsibilities

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

Section 4 Lesson Plans

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

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

Section 5 Daily Class Record Books

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

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

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

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

Article 4 – Duties and Responsibilities

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

Section 6 Classroom and School Procedures

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

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

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

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

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

4. Use of Teacher Aides
Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

Article 4 – Duties and Responsibilities

5. Use of Student Aides
Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
6. Checking Out of Equipment
All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.
7. Requisition of Equipment and Supplies
Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.
8. E-mail
Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
9. Teacher Mail Box
Each teacher will be assigned a mailbox located in the office or work room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.
10. Teachers Meetings
Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 7 Supervision of Students

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

Article 4 – Duties and Responsibilities

1. Proper Supervision

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

2. Proper Instructions

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

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

Article 4 – Duties and Responsibilities

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

4. Proper Warnings

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

Contact the Office for Assistance

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

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

Student Searches

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

Student Rights

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

Section 8 Managing Student Conduct

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

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

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

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

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

Section 9 Dispensing Medication

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

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

Section 10 Reporting Child Abuse

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

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

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

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

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

Section 11 Curriculum – Assessments

1. State Assessments.

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

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

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

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

2. Achieving Valid Assessments.

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

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

The following specific assessment expectations and rules apply:

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

- b. Teaching for Success on Assessments.

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

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

- c. Conditions for Successful Assessments.
 - i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with

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

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

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

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

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

Principle II - Commitment to the Student:

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

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

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

Principle III - Commitment to the Public:

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

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 2 Evaluations

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

Section 3 Role Model

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

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A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

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

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

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

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

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

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

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

B. Civility

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

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

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

C. Visitors to Employees

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

D. Tobacco

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

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

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

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

E. Complaints or Concerns of Employees

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

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

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

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

Section 4 Relationships

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

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STAFF CONDUCT WITH STUDENTS

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

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

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

Unacceptable Conduct

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

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

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

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

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

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

Section 5 Professional Attire

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

Section 6 Private Tutoring

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

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

Section 7 Outside Employment

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

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Section 8 Safe Transportation

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

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

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

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

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

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

Section 2 Teaching to Student Understanding to Assure Learning

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

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

Section 3 Instruction in the Curriculum

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

Section 4 Measuring and Reporting Academic Achievement

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

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

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

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

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

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

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

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

Reconsideration of Grades/Marks

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

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

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

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

Parent –Teacher Communication. Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference.

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

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

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

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

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

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

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

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

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

Section 5 Parent-Teacher Conferences

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

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

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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

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

Section 2 Smoke and Tobacco-Free Workplace

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

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

Section 3 Weapon-Free Workplace

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

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

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

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

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Section 4 Use of District Computer Network and Internet

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

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

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

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

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

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

Section 5 Use of School Facilities

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

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

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

Section 6 Care of School Property

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

Section 7 Use of Telephone

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

Section 8 Visitors

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

Section 9 Salespersons

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

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

Section 10 Security of Desks and Lockers

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

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

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

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

Section 11 Video Surveillance

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

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

Recording of Others

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

Section 12 Bulletins and Announcements

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

Section 13 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus,

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copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Section 14 Lost and Found

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

Section 15 Safety

Safety Program and Safety Committee

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

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

Safety Practices

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

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

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

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

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

Workers Compensation

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

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Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

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

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

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

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

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

Section 2 Designation of Coordinators

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

Article 8 – State and Federal Programs

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

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

Preventing Harassment and Discrimination

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

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

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

Article 8 – State and Federal Programs

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

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

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

Complaint and Grievance Procedures

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

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

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

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Section 4 Grievance Procedure for Persons with a Disability

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

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

Section 5 Confidentiality of Student Records (FERPA)

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

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

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

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

Section 7 Disclosure of Staff Qualifications

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

- (A) Whether the student’s teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has

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- close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
 4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental and Family Involvement

General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas

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and advocate for their child’s education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family involvement policy. Employees are expected to comply with the Title I parental and family involvement policy.

Section 10 Homeless Students

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

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

Section 12 Confidentiality of Protected Health Information

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

**RECEIPT OF 2018-2019 TEACHER HANDBOOK
OF DISTRICT OR-1**

This signed receipt acknowledges receipt of the 2018-2019 Teacher Handbook of District OR-1. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Return to:

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

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

StudentsStudent Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2017-2018 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2017-2018 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 17 day of July, 2017, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 13, 2017 Date of Revision: July 16, 2018

**Appendix "1" to 2018-2019 Student Fees Policy of
District OR-1 Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.

¹ This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades K-6)--\$1.90 Lunch (Grades K-6)--\$2.55 Milk (Grades K-6)--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$2.80
Pre-school per hour		\$2.50
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades 7-12)--\$2.15 Lunch (Grades 7-12)--\$2.65 Milk (Grades 7-12)--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$175 to \$275
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event loss or damages to the device.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
Clubs/Organizations		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on

		the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
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InstructionParental/Community Involvement in Schools

Otoe County School District 66-0501, a/k/a District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: February 13, 2017 Date of Review: July 16, 2018

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: March 13, 2017

Date of Review: July 16, 2018

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this 16 day of July, 2018.

DISTRICT OR-1 PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	60	55	5
First	60	42	18
Second	65	50	15
Third	60	36	24
Fourth	65	48	17
Fifth	60	41	19
Sixth	50	32	18
Building Capacity, Elementary	420	304	135
Level I Elementary Special Education	30	28	2
Level II & III Elementary Special Education	5	6	0
Seventh	60	38	22
Eighth	60	28	32
Building Capacity, Middle School Attendance Center	120	66	54
Level I Middle School Special Education Program	12	8	4
Level II and III Middle School Special Education	2	4	0
Ninth	55	35	20
Tenth	55	26	29
Eleventh	55	37	18
Twelfth	55	29	26
Building Capacity, Sr. High School Attendance Center	220	127	93
Level I Sr. High School Special Education Program	17	15	2
Level II and III Sr. High School Special Education	4	6	0

NASB Monthly Update for Board Meetings

Agenda Item: JULY 2018

“NASB Update”

June kicked off with the annual NASB member golf outing followed by the School Law Seminar put on by school attorneys across Nebraska. Both events were held in Kearney, and again had great attendance.

June also saw the launch of a new NASB Membership portal. To make sure your data is as accurate as possible, please log into the system from the NASB homepage (NASBOnline.org) and verify that all your contact information is as it should be. Please note, your username and password will have changed, and you should have received an email with your new username and password. If you have any questions, please feel free to call or contact NASB.

NASB welcomed a new staff member in former State Senator Colby Coash as Associate Executive Director and Director of Government Relations. Colby’s primary responsibilities will be to lead all government relations initiatives for the association, and work with the NASB Legislation Committee year-round to engage board members in our legislative agenda. Colby’s experience within the Capitol will also be extremely beneficial as we continually work to develop and maintain a strong relationship with all of our state and federal elected officials.

July is packed with meetings, events and learning opportunities as well.

First off, thank you to those board who submitted proposals for legislative resolutions and standing positions to be considered by the NASB Legislation Committee at our meeting on July 21.

NASB will be in five locations across the state hosting Candidate Forums, designed to inform individuals who have filed for candidacy of their role as a board member. We encourage Superintendents and sitting board members to attend with candidates to show support and receive training. There is no fee to attend, and forums will run from 6:30-8:30 PM in Auburn, Scottsbluff, Kearney, Wayne and La Vista.

We will be facilitating four NAEP Workshops in Gering, Kearney, Lincoln and Norfolk. These daylong workshops are geared towards Administrative Assistants, Secretaries, Bookkeepers and Business Managers.

To learn more and register for any of the above, visit www.NASBOnline.org

NASB is now gearing up for a busy Fall as well, planning our 9 Area Membership Meetings, an Early Childhood Conference with the Buffet Institute, the annual Sparq Data tailgate, and of course the 100th Annual State Education Conference in November.

Stay engaged online at www.NASBOnline.org and follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB - Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.