

2023-2024 FACULTY HANDBOOK

Mission Statement:

Bloomfield Community Schools will empower students to become responsible citizens in a safe and secure educational environment.

Goal:

All Students will show growth in their identified content area of need and/or maintain achievement at the 85th percentile or above.



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FOREWORD

This handbook has been written to help you in coordinating your classroom work with the general day to day activities of the school. It is felt that a handbook of this nature will eliminate much confusion by indicating uniform policy for all of us to follow.

The new teachers will find that all of the so-called "old" teachers are more than willing to help them become oriented to the Bloomfield Community Schools.

The administrative staff wishes to assure you of the heartiest cooperation. If you have questions about the general administrative problems that arise periodically, please feel free to ask questions. May we all do our part, in a cooperative way, so that everyone will have an enjoyable stay in our school system.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Shane Alexander in writing at 311 East Benton P.O. Box 308, Bloomfield, NE 68718 or by telephone at (402) 373-4800. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

BOARD POLICIES

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, those that affect personnel. By signing below, you agree that you have read and understood those policies, their application to you and that you have had an opportunity to discuss any questions with the administration.

PHILOSOPHY

It is the purpose of the Bloomfield Community Schools to provide the best education possible for all the students of the community. This purpose recognizes that the environment of the total school-community is all important in determining the quality of the education provided.

The establishment of a quality educational environment includes provision for the following factors: adequate financial resources, attractive and appropriate classroom and teaching facilities, a balanced curriculum, a progressive and dedicated professional staff, parental interest and guidance, and concern for the welfare and discipline of all students.

The Bloomfield Community makes every effort to serve the community in the best possible manner. This includes a total community concept, i.e. students, parents, faculty, staff, administration, school board, and other patrons.

The Bloomfield Community Schools integration and coordination of all of its resources: human, physical, and financial. The policies of the district shall be flexible, providing alternatives for human needs.

OBJECTIVES

Bloomfield High School shall objectively provide a rich environment for exploratory experiences, which meet the needs of each pupil's capabilities, attitudes, and special interests and foster the growth and development of the following characteristics:

1. Respect for self, which comes through sincere respect for others.
2. Acceptance of responsibility for her/his self-evaluation, motivation, and discipline.

3. A knowledge of his/her self-capabilities and limitations for a clearer understanding of her/himself.
4. An attitude that accepts the importance of intellectual attainments because of their future.
5. An appreciation of good study habits.
6. A personal feeling of "belonging" to the school. It is each of our jobs to make all students (new and returning) feel welcomed to our school community
7. A sound emotional interaction in peer-group relations for a stable adjustment to the society of which he is a part.
8. A high sense of moral and spiritual values based on our democratic way of life. In order to implement the philosophy of the school, the following objectives have been established:
9. To provide the best possible education for each student.
10. To provide for the needs of each individual student as directed by the community and society.
11. To employ professional personnel who will relate to the needs of the students and Community.
Each of us needs to strive to better our instructional strategies every day.
12. To provide an educational program that meets the set standards for graduation and/or vocational training with provisions for electives to meet the special needs and interests of our students and their future learning needs.

BOARD OF EDUCATION

The members of the Board of Education of Bloomfield have been elected by the people to establish the policies under which the school is to be operated. They appoint a superintendent, principal, and teachers to carry out those policies, and they act as an evaluation committee in measuring the results of the work of the school staff. The members of your Board of Education are:

Jason Hefner..... President
 Hally Ziegler..... Vice-President
 Dee Bratetic..... Member
 Jessica Loseke..... Member
 Deb Wragge..... Member
 Justin Jindra..... Member
 Konnie Thiele..... Secretary
 Barb True..... Treasurer

FUNCTIONS OF THE BOARD

1. Three functional activities are recognized in respect to the Board of Education's administration of public education within the School District.
 - A. Policy-Making
 Planning is basic to all activities. Policy-making is that function, which determines what shall be done, establishes procedures for accomplishing the tasks, selects an executive officer and delegates to him the placing of plans and policies into operation and provides the financial means for their achievement.
 - B. Executive
 The executive is that function which is concerned with the placing into operation the plans and policies, keeping the Board of Education informed and furnishing creative leadership to the Board and to the Profession.

C. Appraisal

Appraisal is that function which attempts through careful examination and study of facts and conditions to determine:

- (1) The efficiency of operation for the general activities.
- (2) The worth and value of the results of the activities in relation to the efficiency and value of instruction.

PROCEDURES OF THE BOARD

1. While the Board of Education is charged by the state with the responsibility for providing educational opportunities for the children of its schools, and of directing those public school activities which the state entrusts to its care and supervision, a carefully planned pattern of authority is observed by the Board. In fulfilling its obligations, the Board acts similarly in its relationship to the school as do Boards of Directors to successful business organizations; that is, through the power of legislation, by determination of policies, and the evaluation of results. The direct administration of the school system is delegated to the Superintendent of Schools, whom the Board appoints to act as Executive Officer of the Board. The Superintendent is held individually and directly responsible to the Board for the execution of all its policies and its legislation, and for such other duties assigned to him by the Board. Individual members have status as Board members only when acting formally as members of the Board while it is in regular or special session, or when specifically entrusted by the Board to carry out definite assignments.

2. While it is true that the individual members of the Board exercise the authority and responsibility of their position only when the Board is in session, the public thinks of them as members of the Board twenty-four hours a day, and his/her own interest and desires to serve the community through his/her membership on the Board of Education continues when the Board is not in session. A single Board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss school matters intelligently, and he/she has a right to expect to have access to the information which makes it possible for him/her to be intelligent about school affairs.

3. Much of his/her information may come to him/her in casual conversation with members of the public, parents, or employees of the Board. Much more of this information will come from bulletins and publications from the office of the Superintendent and members of his staff. When a Board member is seeking information about a specific problem he/she should ask the Superintendent to prepare a report on the matter with the help of his/her staff.

4. At times a person or group of persons may confront a single Board member with a problem or a complaint, which should be handled by the Superintendent or a member of his staff. Each Board member must decide how much time can be spent at this sort of thing, and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all -- no member, nor the Board itself, will officially consider such problems or complaints until they have been submitted to the proper authority, generally the Superintendent or Principal(s), and a report made by the Superintendent to the Board in session. If satisfactory adjustment cannot be accomplished by this procedure, the Board may, if it deems it advisable, grant a hearing to the persons interested. Such a hearing will be held during a regular or special session of the Board.

5. When a member is confronted with a situation, which in his judgment justifies a departure from this procedure, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular or special session. It is often wise for Board members to postpone the formulation of their own opinion until they have had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.

BLOOMFIELD COMMUNITY SCHOOLS PERSONNEL

Elementary:

Tabitha Gilsdorf.....	Principal/Title I Coordinator
Emilee Sweley.....	Preschool
Elizabeth Bedrous.....	Special Education
Jessica Schleusener.....	Kindergarten
Jeff Fehring.....	Physical Education
Delaney Mackeprang.....	Grade 3-6 Social Studies
Abby Folck.....	Grade 2
Charlene Arens.....	Art
Laura Hauger.....	Grade 3-6 Science/Elementary Student Council
Diane Fehring.....	GuidanceCounselor/Crisis Chairperson
Sheila Lange.....	Instrumental/Vocal Music
Cassandra Suing.....	Grade 3-6 Language Arts
Lacey Schuettler.....	Grade 1
Bridget Heimes.....	Title I/H.A.L.
Brittany Smith.....	Grade 3-6 Reading
Jeanette Wagner.....	Substitute Teacher
Denise Koertje.....	Admin. Assistant
Renea Johnson.....	Technology Integration Specialist
Mariah Arroyos.....	SPED Para
Mary Carhart.....	Para Ed
Lacey Hollander.....	Para Ed
Barb Fehring.....	Para Ed
Kayla Eisenhauer.....	PK Para.Ed
Angela Rosberg.....	Para Ed
Shaelyn Bruckner.....	KD Para Ed
Caroline Oltjenbruns.....	SPED Para
Andrea Wortman.....	Library Para
Bill Thiele.....	Custodian
Debbie Nipp.....	Head Cook
Anita Sahagun.....	Kitchen Assistant
Lisa Flood.....	Kitchen Assistant
Jerry Nipp.....	Dishwasher
Jeanne Hill.....	Speech Therapist
Jackie Loecker.....	School Nurse
Klint Conroy.....	SPED Director

Secondary

Jeff Messersmith.....	Superintendent/Principal
Mary Abbenhaus.....	Business
Neal Dodge.....	Chemistry/Physics
Charlene Arens.....	Art

Robbin Beckmann..... Science
 Gary Eisenhauer..... Math
 Brian Eisenhauer.....Agriculture
 Brooke Sazama..... English
 Brooke Schmeckpeper..... Family Consumer Science
 Diane Fehring.....Guidance Counselor/ Lead Teacher/ Crisis Chairperson
 Rosemarie Kauth..... Resource/Special Ed
 Matt Kuchar..... Social Studies
 Sheila Lange..... Vocal/Instrumental Music
 Melinda Makings..... English/Librarian
 Kristen Frevert..... Athletic Director
 Kristen Frevert..... Math
 Amanda Rojas..... Spanish
 Jeanette Wagner.....Substitute Teacher
 Konnie Thiele..... Business Manager
 Heather Gubbels.....Administrative Assistant
 Lindsay Doerr.....Library/ Para
 Kaci Millikan.....Special Ed./Technology Para
 Reann Risor.....Special Ed Para Ed/504 Coordinator
 Renea Johnson..... Technology Integration Specialist
 Roland Johnson.....Custodian/Driver
 Darrel Fehring..... Head Custodian / Driver
 Kevin Millikan.....Mechani /Transportation / Driver
 Marlene Folck..... Driver
 Myrle Gilsdorf.....Driver
 Klint Conroy.....SPED Director
 TBA.....School Mental Health

Sponsors/Coaches:

Senior Class.....Mr. Kuchar/ Mr. Messersmith
 Junior Class.....Mrs. Arens/Ms. Makings
 Sophomore Class..... Mrs. Rojas
 Freshman Class..... Mrs. M. Abbenhaus/Mr. J. Fehring
 Athletic Director..... Mrs. Frevert
 BowlingMrs. Riser
 Boys Basketball- Sr Hi..... Mr. G. Eisenhauer/Mr. Kuchar
 Boys Basketball-Jr. Hi.....Mr. J. Fehring/Tyler Smith
 Cheerleading.....Ms. Barger/Ms. Millikan
 Cross Country..... Mr. Wilken/Mrs. Loecker
 FCCLA..... Ms. Schmeckpeper
 FFA.....Mr. B. Eisenhauer
 Football-Sr. Hi.....Mr. Kuchar/Mr. B. Eisenhauer/Mr. Hefner/Mr. Hopkins
 Football- Jr. Hi.....Mr. J. Fehring
 Girls Basketball - Sr. Hi.....Mr. Wilson/ Mrs. K. Abbenhaus
 Girls Basketball- Jr. Hi..... Mrs. L. Doerr/Mrs. Eisenhauer
 Golf..... Mr. Hefner
 Music-Instrumental & Vocal..... Mrs. Lange
 National Honor Society..... Mr. G. Eisenhauer
 Play Production..... Mrs. Rojas/Ms. Gerwer

Speech.....	Ms. Makings/Mrs. Sazama
Student Council-Sr. Hi & Jr. Hi.....	Mrs. Risor
Track- Sr. Hi	Mr. Wilken/Mr. J. Fehringner/Mrs. Loecker
Track - Jr. Hi	Mr. J. Fehringner/Mrs. L. Doerr
Volleyball - Sr. Hi.....	Mr. G Eisenhower/ Mrs. Smith
Volleyball - Jr. Hi.....	Mrs. L. Doerr/Mrs. Eisenhower
Wrestling – Sr. Hi & Jr. Hi.....	Mr. Wiebelhaus/Mr. Sanger/Mr. J. Fehringner
Yearbook.....	Mrs. Sazama

PREMIUMS, GIFTS, & INCENTIVES OFFERED TO SCHOOL EMPLOYEES

No employee of the Bloomfield Community School District, whether certified or not certified, shall accept any gift or premium offered as an incentive or bonus for purchasing or ordering books or supplies from manufacturers, distributors, or other dealers of such books and supplies. In the event such a bonus or incentive is offered as the result of a particular order or purchase, the employee shall turn over or surrender the bonus or gift to the administration immediately upon receipt. If the premium or gift is appropriate for use in the classroom as an instructional aid, the administrator shall return it to the staff member or allocate it to the appropriate staff member for use in the classroom; as such the premium or gift shall remain the property of the school system. Employees failing to comply with this policy shall be subject to disciplinary action.

THE SUPERINTENDENT

The Superintendent is the executive officer of the Board of Education and is responsible to the Board for the execution of all school policies and for the faithful and efficient observance of these policies by the students, and the teaching personnel of the School District. He is directly in charge of both the curricular and co-curricular programs of the schools, and all of the auxiliary services of the school; to include operation and maintenance, the transportation system, the school lunch program, and all other educational, social, and recreational agencies or activities under the supervision of the Board of Education.

DUTIES OF THE SUPERINTENDENT

1. Assists the Board in reaching sound judgments, establishing policies, and approving such matters as the law and those regulations that require the Board of Education to approve.
2. Is responsible in placing before the Board of Education all necessary and helpful facts, comparisons, investigations, information, and reports; and shall make available for personal advice, or on special or technical matters, aside from legal matters, all those persons, who in his opinion, or that of the Board, are qualified to furnish the same.
3. Prepares and submits to the Board for approval, rules, regulations, statements of policy, programs, and other matters which require approval by the Board, which he deems are needed for the proper conduct, control, and uniform management of the schools in all of their phases.
4. Communicates all instructions originating with the Board of Education to students, teachers, administrative and supervisory personnel, the non-teaching employees of the district, and the laymen of the community.
5. Attends all meetings of the Board of Education except in cases of personal illness, or when excused by the Board, or when matters pertaining to his own tenure are up for discussion.
6. Recommends the employment of all certified and non-teaching personnel, and the dismissal of all personnel to the Board of Education.

7. Assigns all certified and non-teaching personnel to their respective duties and makes such changes in the assignment of personnel as may be necessary, approved by the Board of Education.
8. Recommends all school employees for reelection or dismissal.
9. Prescribes and plans all personnel reports to the Board.
10. Is responsible for the proper preparation and preservation of all school records and reports.
11. Grants temporary leaves of absence to school personnel for illness or other reasons in conformance with the policies of the schools.
12. Employs substitutes for all personnel on leave of absence.
13. Convenes the certified and non-teaching personnel for the purpose of giving information and mutual conferences on any phase of school work.
14. Inspects the work of each school employee and advises and consults with them regarding their work.
15. Recommends for Board approval of new courses of study and adoptions of textbooks.
16. Recommends for Board approval any changes in the organization of the schools.
17. Gives special attention to the discipline and methods of instruction followed in the schools in terms of standardized procedures, both on a horizontal, as well as a vertical basis.
18. Provides for a program of orientation for laymen in the change, revision, or adoption of newer trends in education.
19. Attends professional and educational meetings and conferences as approved by the Board of Education.
20. Administers the public relations program of the schools.
21. Causes to be put into effective in-service training programs for the certified and non-teaching employees of the schools.
22. Approves (according to the Board approved budget) and signs all requisitions for the purchase of books, supplies, and/or equipment and other materials necessary to operate the school in all its categories.
23. Approves the purchase for resale to students and/or the general public all materials, commodities, supplies, equipment, etc. (both curricular and co-curricular).
24. Causes to be put into practice all necessary measures to protect the health, safety, and comfort of the school personnel.
25. Establishes necessary and reasonable pupil, teacher, and non-teaching personnel rules and regulations not covered by Board policy.
26. Establishes necessary and reasonable rules and regulations not covered by Board policy for the protection of all school property.
27. Prepares and recommends to the Board of Education on or before July 1 of each year, a budget, completely analyzed in detail, for adoption for the ensuing school year.
28. Establishes, and causes to be maintained, a complete, continuous inventory of all school-owned supplies, materials, and equipment.
29. Submits (yearly) to the Board of Education, a written report stating the progress of the work of the schools, the work of the school departments (curricular and co-curricular), the progress and results of the administration of policies adopted by the Board, and other information pertinent to the welfare of the school.
30. Causes to prepare all necessary local, county, state and federal reports in the manner prescribed.
31. Continuously appraises and evaluates all phases of the school's programs supporting these programs.
32. In the administration of his duties, the Superintendent is empowered to delegate duties to other school personnel, holding himself responsible for the performance of these duties in an efficient manner in accordance with the policies of the schools.

THE PRINCIPAL-ASSISTANT PRINCIPAL

The Principal is the chief administrative and supervisory officer of their respective school, and as such, is considered to be the professional advisor to the Superintendent of Schools.

As supervisor and administrator, the Principal shall devote a fair share of their planned time to actual classroom supervision, and the remainder of their time to curriculum development, improvement in

instructional practices, public relations, personnel records, other essential school business, and supervision of the co-curricular program.

In recognition of the fact that the Superintendent is the executive head of the school system, and the professional advisor to the Board of Education, the Principal shall keep the Superintendent well- informed at all times as to the progress and the problems of the schools under her/his administration.

THE PRINCIPAL-ASSISTANT PRINCIPAL AND SCHOOL POLICIES

The authority of the Principal in administering the affairs of the schools extends only insofar as is defined by school policy and reasonable (Board approved) regulations of their own making in order to ensure the proper functioning of the schools under their jurisdiction.

The Principal is charged with the proper observance of the policies of the schools pertaining to themselves, and the administration of these policies as they affect all personnel under his/her supervision.

The Principal is further charged with the responsibility of orienting all personnel under their direction with the policies of the schools.

The policies of the schools may not be altered, added to, detracted from, or substituted for in any respect without the approval of the Superintendent of Schools and the Board of Education.

The policies of the schools shall be administered on a fair and impartial basis and binding on all of the personnel of the school district.

THE DUTIES & RESPONSIBILITIES OF THE PRINCIPAL-ASSISTANT PRINCIPAL

Specific duties assigned to principal shall vary from time to time according to the qualifications of personnel, the organization of, and the best interests of the schools in which they administer. In general, the duties and responsibilities of the Principals as pertaining to the building over which they have jurisdiction are as follows:

1. Recommendation of certified and non-certified personnel for employment, promotion, and/or dismissal.
2. Recommend assignment of personnel duties.
3. Evaluation of employee services.
4. Plan, direct, and supervise the curricular and co-curricular programs of the schools in which they administer.
5. Develop and administer pupil behavioral practices.
6. Plan and develop educational research, surveys, and evaluations.
7. Provide curriculum construction leadership.
8. Plan, develop, and administer effective teachers' meetings and in-service education projects.
9. Supervision of instructional practices.
10. Preparation and administration of personnel records and local, state, and federal reports.
11. Guidance and counseling service.
12. Supervision of school auxiliary services -- transportation, school lunch, and health.
13. Supervision of building and grounds.
14. Custodian of school equipment, supplies, and materials.
15. Requisitions needed textbooks, supplies, materials, and equipment and maintains a continuous inventory of such.
16. Develops and administers a continuous evaluation program of the schools in all of their facets.
17. Authorizes and signs all purchase orders from the building.
18. Approves all student, class and/or organized money-raising projects.
19. Receives the approval of the Superintendent and Board of Education for any or all changes in the curricular and co-curricular programs of the schools.

20. Supervision of students
21. Addressing student behavior problems including conferencing, detention, in school suspension, out of school suspension, etc.
22. Assist in the selection of certified staff and activity sponsors.
23. Developing Student Handbook rules and regulations.
24. Scheduling activity transportation with the transportation staff.

RESPONSIBILITIES OF THE GUIDANCE COUNSELOR

The Guidance Director shall be responsible for the following:

1. Administering, interpreting, and reporting the total testing program in Grades K-12
2. Providing individual and/or group sessions for all students and parents in Grades K-12 with special emphasis on “at risk” students.
3. Supervises the maintenance and is responsible for cumulative record folders for all students in Grades K-12.
4. Organizing, supervising, and evaluating career nights, occupational field trips, and conferences for students in Grades K-12.
5. Informing the principals of any pertinent information regarding students in Grades K-12.
6. Conducting follow-up studies and surveys of Bloomfield High School graduates for vocational education purposes and for administrative and Board of Education information.
7. Planning time so that absolute priority will be given to the guidance aspect of the position, including responsibility for:
 - A. Scholarship Information
 - B. College Entrance Requirements
 - C. Financial Aids and Grants
 - D. Armed Services Information
 - E. Vocational-Technical School Information
 - F. All Aspects of Testing and Interpretation
8. Assisting students and their parents in selecting subjects and making out courses of study.
9. Assisting pupils in determining long-term education plans as early as possible and making program changes when necessary to aid the students in his school adjustment.
10. Maintaining occupational and vocational counseling materials for students and teachers.
11. Assisting students in clarifying occupational aims giving due consideration to their abilities, aptitudes, interests, personality, and economic and social environment.
12. Being responsible for the accurate recording of standardized test scores in cumulative records and GPA's and class ranks on student transcripts.
13. Conduct teacher, parent, and pupil conferences to help solve school adjustment problems.
14. Coordinating orientation of new students to the school.
15. Constructing a K-12 master schedule with the assistance of the principal.
16. Coordinate Adult Continuing Education programs. Coordinate Distance Learning classes.
17. Acting as Lead Teacher/ in the absence of the Principal/Superintendent.
18. Student discipline in the absence of the Principal/Superintendent.

RESPONSIBILITIES OF THE INDIVIDUAL FACULTY MEMBER

1. Each faculty member is responsible for the supervision of all students **at all times** during the school day.
2. Each faculty member is directly responsible for the development of his/her instructional area into the best possible learning experience for his/her students. Included in this development would be:

- A. To coordinate his/her instructional area with the other areas in his department and the total program of the school.
 - B. To develop appropriate scope and sequence that relates learning in his area to other areas and continues the learning in a logical and orderly manner.
 - C. To make decisions regarding what is to be learned, how it is to be learned, and under what conditions the learning is to take place.
 - D. Establish and maintain a positive learning environment in their classroom.
 - E. To develop and implement researched based, innovative practices and methods into the learning process.
3. Each faculty member is to determine and administer a budget for his instructional area. He/She shall work closely with his Principal in requesting the purchase of all equipment and expenditure of all funds for his instructional area. The Administrator must give for expenditure of district funds. This includes the following:
 - Purchase of equipment and supplies.
 - Purchase of textbooks.
 - Securing funds for field trips, professional travel, and special instructional activities.
 4. Each faculty member shall see that students are working under the best learning conditions possible. Safety in the classroom shall be the instructor's direct responsibility.
 5. Each faculty member shall be responsible for the evaluation of his/her students. He/She must determine whether the credit is to be given or withheld at the completion of a course.
 6. Each faculty member is the administrator of his/her own instructional area. He/She is responsible for the direction, development, and coordination of his area. He/She shall work closely with his/her Principal in the development, coordination, and administration of his program. He/She must make definite decisions regarding the nature of his/her instructional area.
 7. Each faculty member is responsible to his/her Principal to keep him/her informed regarding his/her instruction area, for requesting final approval in financial matters, for working closely with the Principal in the evaluation of himself/herself as an instructor and in the evaluation of the curriculum. Teachers are expected to show positive growth in their instructional practices. "If you're not uncomfortable you're not growing."
 8. Each faculty member is a member of the community taking an interest in the welfare of all its citizens.
 9. Each faculty member must maintain and publicly display a constructive attitude toward the school and the community. Each member must reflect the attitudes and standards he/she desires others to possess.

PARAEDUCATORS

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom 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. Paraeducators are to work only on and within their assigned workdays. If the classroom teacher desires the paraeducator to work hours

other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

SEXUAL HARASSMENT

The Board of Education is committed to providing an educational environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. Sexual harassment involves conduct which interferes with work productivity and deprives employees of the opportunity to work, and students of the opportunity to learn and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors, and other such verbal or physical conduct. Sexual harassment is a prohibited practice and is a violation of law.

Sexual harassment has been defined by the United States Equal Opportunity Commission as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when (a) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (c) the conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee or student subjected to sexual harassment should directly inform the person subjecting them to said harassment that the conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the offender, or if the communication with the offender has not been effective, the aggrieved individual should report the conduct or communication to the principal or superintendent. If the offending person is the superintendent or a member of the Board of Education, the aggrieved person should report the incident to the Board of Education.

Initiation of a complaint of sexual harassment will not be cause for change or amendment in the complainant's employment compensation, work assignments or status as an employee or student.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Reann Risor at (402-373-4800), (rrisor@blfdbees.org) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Kirk Hamm at (402-373-4800), (khamm@blfdbees.org) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Shane Alexander at (402-373-4800), (salexander@blfdbees.org) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 Coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted in writing to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 Coordinator. Kirk Hamm by email khamm@blfdbees.org. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 Coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received the complainant's written appeal.
 - e. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b. Strongly encourage the complainant to reduce his or her concerns to writing.
- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operation of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

THE TEACHER'S RESPONSIBILITIES

The basic function of the teacher's position in the Bloomfield Community School district is: to impart to students approved skills, knowledge, appreciation, principles and fundamental attitudes, and to develop each student to his/her capacity in ways which promote a productive citizenry.

The major responsibilities of the teacher are: (1) supervision, (2) classroom management, (3) techniques of instruction, (4) pupil evaluation, (5) pupil-teacher relationships, (6) knowledge of their particular subject matter, (7) character development, (8) curriculum development, (9) school-wide policy implementation and system effectiveness, and (10) public relations.

CRISIS RESPONSE TEAM

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy. Shane Alexander, Darrel Fehringer, Heather Gubbels, Laura Hauger, Gary Eisenhauer, Tabitha Gilsdorf, Bryan Ruhr, Collette Panning, Ben Lauck, Jeff Messersmith, Becky Jones, Kevin Millikan, Jerry Nipp, Local Pastors, Community volunteers.

REGISTRATION OF CERTIFICATES

All teachers must have their certificates registered in the office of the Superintendent at Bloomfield Community School. It is the teacher's responsibility to see their certificate is properly registered.

It is against the law to pay a teacher who does not have a valid certificate.

All support staff that achieve certification in their respective area(s) are encouraged to file a copy of their certificate with the Superintendent. Professional development is encouraged, either by an approved course of study through an institution of higher learning or by attending professional development sessions related to the teacher's discipline or educationally related. Hours for advancement on the salary schedule must be **pre-approved** for use in this area and must be accompanied by an official college transcript prior to September 1st of the current school year in order to be used for advancement on the salary schedule.

SALARY PAYMENTS

Salary payments will be made once each month by the 20th, scheduled for 12 equal, monthly payments. New pay periods will follow the fiscal year of the school. Deductions will include teacher retirement, income tax, state income tax, and social security tax. Other deductions can be made through arrangements with the business manager and the approval of the superintendent.

SICK LEAVE

Teachers will be allowed ten days sick leave each year accumulative to a maximum of forty-five days. No deduction will be made from your salary at this time if you have adequate days to cover your leave. Any days used beyond the forty-five, will result in a deduction of salary at the rate of 1/185 of annual salary per day used. Sick leave may be used for family illness or to attend the funeral of immediate family members. A "Sick Leave" bank is available to those who participate. (see negotiated agreement) **A staff absence request must be completed online as soon as you know about the funeral arrangements.**

PROFESSIONAL LEAVE

The Superintendent may grant a school employee leave to attend a professional meeting if such is in the interest of the Bloomfield Community School. In such cases, a substitute teacher, if needed, will be secured at the expense of the school district. There shall be no loss in the pay of the regular teacher and expenses involved in mileage will be paid by the school district (use of school vehicle only.) A staff absence form needs to be filled out **prior** to attending the meeting and as soon as possible to sign up for the training. Any staff member may be asked to present any pertinent information from their recent training at the next faculty meeting.

PERSONAL LEAVE

Three days of personal leave are available each year. Personal leave requests must be made to the building principal a minimum of **4 days in advance**. This is available to full-time, certificated employees as follows: (a) leave may **not** be taken immediately preceding vacations or to extend a scheduled school vacation, and not within two weeks after the first day of the school year or the last two weeks of the school year. (b) leave

will be granted only for necessary personal business that can not be conducted before or after school hours or on a weekend.

Grounded in the conviction that the presence of the regular classroom teacher is vital to instructional continuity, personal vacation periods will not be allowed. If extended leave is necessary, the request will be considered on its unique merits. A leave slip needs to be filled out prior to or immediately after notice is given. **Personal leave may be declined if no subs are available.**

JURY AND WITNESS DUTY LEAVE

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

MILK EXPRESSION

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

ADMINISTRATIVE SUPERVISION

Supervision is an endeavor to improve the instructional practices in the interest of the teacher and his or her pupils. Teachers should expect observations, and usually visits will be followed by verbal or written communication. Teachers should feel free to ask the principal for suggestions and help. Teachers are encouraged to inform the principal about interesting and new projects, work, instructional goals etc. that are taking place in their classroom.

EVALUATION PROCEDURE

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.

The Board of Education shall employ, retain, and advance only the most qualified professional personnel on the staff. The administration shall continuously evaluate the services of the professional personnel as may be determined by the Board of Education and the Superintendent of Schools.

Two formal written evaluations shall be completed on all new professional and probationary personnel each school year using the school's standard evaluation form "Exhibit A". The first evaluation shall be completed by the end of the first quarter, and the second evaluation by March 1st. The administration shall complete two teacher observation records on all returning professional personnel each year by March 15th for the first 3 years of employment. An annual formal written evaluation shall be completed on all returning tenured professional personnel by May 1st unless otherwise arranged between the administration and staff member.

The Principal shall prepare evaluation or observation reports after each formal supervisory visit to a classroom. In conferring with a teacher regarding a formal supervisory visit, it is the duty of both the principal and the teacher to sign the report. In signing the report, a teacher is not admitting any weakness on his/her part as may be designated by the report of said teacher, signing merely signifies that a conference has been held regarding the previous supervisory visit on the part of the principal. Copies of the completed evaluations shall be placed in the individual personnel file in the principal's and superintendent's office after they have been properly signed by all parties. The evaluation shall be conducted in such a manner to ensure the incorporation of the educational philosophy of the Bloomfield Community Schools.

Appraisal includes both informal and formal evaluation. It encompasses the areas of classroom management and performance, professional characteristics, and school and community relations. A competent teacher in the Bloomfield Community Schools must perform the following responsibilities successfully.

1. Lesson Planning Key Duties:

1. Demonstrates knowledge of subject matter.
2. Objectives are linked to current standards.
3. Objectives are developmentally appropriate and reflect a range of individual needs.
4. Curriculum requirements are met through long range planning
5. Uses a variety of appropriate formal and informal assessment strategies.
6. Evaluation criteria made clear to students.
7. Meaningful feedback to students and parents.
8. Accurate/punctual record keeping
9. Unit/lesson plans are prepared in advance and address the needs of diverse learners and multiple learning styles.
10. Links new concepts to previous knowledge.
11. Plans a variety of effective teaching strategies.
12. Considers students' cultural backgrounds and interests when planning.
13. Infuses appropriate technology and media into instruction as needed.

2. **Instructional Delivery Key Duties:**

1. Uses and practices APL strategies in **every** lesson.
2. Instructional objectives are clearly written or stated to all students for each lesson.
3. Engages students in meaningful activities related to the curriculum.
4. Show energy and enthusiasm for teaching and subject matter.
5. Writes and speaks clearly and correctly.
6. Monitors and adjusts teaching strategies to meet the needs of all students
7. A use of appropriate closure activities and directs students who finish assignments quickly into worthwhile activities to further their education.
8. Creates a positive classroom environment, mutual respect, and a caring atmosphere.
9. Procedures and behavior expectations are clear to all students and followed.
10. Maintains discipline, monitors student behavior and provides redirection.
11. Demonstrates high expectations for learning and achievement for all students.
12. Follows team decisions and participates in all SAT, RTI, MTSS, IEP, 504 meetings in the best interest of students in their classroom.

3. **Teaching Dispositions Key Duties:**

1. Participates in school activities outside the classroom.
2. Gives freely of his or her time.
3. Communicates with parents about the child's progress.
4. Collaborates with students, families, colleagues, and communities to enhance student learning.
5. Has a record of excellent attendance and punctuality.
6. Sets an example of socially acceptable behavior for students to emulate.
7. Follow professional dress and grooming guidelines.
8. Uses appropriate and professional oral and written language in all school settings.
9. Demonstrates professional and ethical conduct including code of confidentiality.
10. Recognizes and owns problems that occur and looks for solutions rather than looking to blame.
11. Adheres to board policies, district procedures and contractual obligations.
12. Contributes to efforts to achieve district and building goals.
13. Follows all state and federal statutes for student materials and information.

CONFLICT OF INTEREST

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

SOLICITATION AND DISTRIBUTION OF MERCHANDISE

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non- school related cause during working time or on school grounds.

TEACHER ATTENDANCE

The school day for teachers and other certified personnel (counselors, librarians, etc.) begins at 7:45 AM, and they must remain in the building until one-half hour after the dismissal of pupils in the afternoon Monday through Thursday. Teachers may leave at 3:45 p.m. on Fridays and on days when they are planning to attend a student activity later that evening. Duties and service to students needing additional assistance after school must be a first priority. Adjusted hours may be established by the administration for certain certificated staff based on the nature of the duties of such staff.

On days when school is dismissed for vacation (Thanksgiving, Christmas, and Easter), the school day for certified employees closes immediately after dismissal for the pupils.

Certified personnel leaving the building during the school day for personal or school business must notify the office personnel and sign out in the office.

STAFF APPEARANCE

Staff are expected to maintain modest professional attire and grooming when on duty. As professionals educators are expected to be aware of the standard to be maintained. As a minimal guide, staff should not wear clothing which students would not be permitted to wear.

DRUG AND ALCOHOL TESTING

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in the Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

SNIFFER (DRUG) DOGS

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

ABSENCE OF TEACHERS

Teachers, who are ill or otherwise unable to attend school, should call the principal or office secretary at her/his cell phone by 7:00 a.m. after making substitute arrangements on the school forms. This is necessary in order to let others know to assist with additional duties. If a teacher is ill and is sure that he will not be able to attend the following day, it will be appreciated if the teacher will call during the day in order that there may be a better chance of retaining the same substitute for the following day. It is realized that this is not always possible because in many cases there would be some doubt as to whether the teacher could return. However, when the teacher is sure he/she cannot return, it is requested that this procedure be followed.

Upon the teacher's return to school, they should be sure and complete an online "Staff Absence Report" to ensure that his/her wages will not be withheld during the time he/she was absent. Failure to complete the staff absence form in detail may result in a violation in school board policy and result in an unnecessary pay deduction. Your staff absence not only assures your wages but your substitutes wages also.

KEYS

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours if applicable.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. **Staff must report lost or stolen keys to the building principal immediately.**

SECURITY

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty/adult supervision. Keys to any school areas are not to be loaned to students, current or former under any circumstances.

WORKPLACE SEARCHES

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other district policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves

the right to search an employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

STUDENT SEARCHES

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration/lead teacher and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

STUDENT MEDICATION

Student medications should not be dispensed by staff members unless they follow the following procedures: No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops. Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and detailed directions for administering the medication. Staff members dispensing medications must have proper medication training with the school nurse. After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

FACULTY MEETINGS

All teachers are expected to report on time to and attend all faculty meetings unless excused by the administration. Coaching/Sponsor duties are not an excuse to miss educationally related meetings. **Academics first! Activities second.** Teaching comes first! Coaching is a secondary function of the school.

CLASSROOM ENVIRONMENT

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

PROFESSIONAL GROWTH

Professional growth shall refer to the kinds of professional work or activities, which contribute to the professional growth. Every six years, permanent, certified, employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth, or, in the alternative, the school board as stated in this policy approves such other activities as. If activities are stricken from the list or conditions made more stringent, such changes shall not be retroactive with regard to work already begun. Changes in professional growth requirements will be implemented in such a way as to cause no penalty to those who are currently working on professional growth requirements. Persons contemplating professional growth activities are requested to consult with principals, or the superintendent prior to engaging in the activity, for the purpose of ascertaining the feasibility of the activity.

To meet statutory professional growth requirements for a given six year period, a permanent teacher must submit professional growth applications showing completion of acceptable professional growth activities totaling 90 points. All forms for professional growth must be completed directly after each professional growth activity with verified times and information. Forms are to be turned into Mrs. Gubbels directly upon completion not at the end of the school year.

The following activities are acceptable for professional credit:

1. College Credit Earned in Accredited Colleges – fifteen (15) pts. per semester hour.
Permanent teachers must submit a transcript from the college showing that the credit has been earned.
2. Auditing College Courses – six (6) pts. per semester hour.
Applicant must submit a statement from the college showing the number of sessions attended and the number of sessions held. The applicant must attend 90% of the sessions held to receive professional growth credit.
3. Adult Education Classes – 3 clock hours equals one (1) point.
This adult education class work must contribute significantly to the teaching field of the applicant and must have prior approval.
4. Curriculum Workshops – 3 clock hours equals one (1) point.
The planning and development of a curriculum guide in the applicant's field of teaching.
5. General Workshops – 3 clock hours equals one (1) point.
Workshops pertaining to general educational topics: special education, gifted Education, I.R.A. meetings and conferences, Delta Kappa Gamma meetings, etc.
6. Teaching Accredited College Courses – ten (10) pts. per semester hour.
7. Teaching Approved Adult Education Classes – 5 clock hours equals one (1) point.
8. Supervising Student Teachers – nine (9) pts. for each student teacher with responsibilities under a permanent teacher.
9. Professional Publications – fifteen (15) pts. for each piece of professional writing that is published in a professional publication.
10. Professional Work.
NEA, NSEA, BEA, and/or any recognized professional organization. Serving as President, Secretary, Treasurer, or major committee (negotiations) of the local organization; an officer or committee of the state or national organization attending a national or regional convention or workshop. – five (5) points. – the application must include the time period covered by the work, total number of hours served and the problems considered.
11. Educational Travel.
Sponsored tours without academic credit or independent travel will be evaluated by the principal for prior approval based upon educational values for classroom use. As a general rule, tours or

travel outside the United States of not less than two weeks time will be granted up to a maximum of thirty (30) points. Up to twenty (20) points will be granted for travel in the United States.

12. Conferences.

Attendance at professional conferences or conventions which relate to education will be granted one (1) point for each 3 clock hours of the session attended.

13. Classroom Visitation at Another School – 3 clock hours equals one (1) pt.

14. Projects.

Projects for professional growth will be presented to the principal in a proposal to determine objectives, time requirements, and student benefit.

Up to thirty (30) points will be granted for each project.

15. Classes taken through the internet shall count towards professional growth. The number of points shall be agreed upon in advance with the principal and the teacher.

Professional growth activities are intended for the benefit of the individual. The school shall not be responsible for providing time and/or money for teachers to achieve professional growth points as required by statute except for items 8, 12, and 13, which may be partially or wholly subsidized by the district. See the building secretary for a Professional Growth form.

CHILD ABUSE

(800) 652-1999 Hotline Number

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure. **YOU ARE A MANDATORY REPORTER UNDER STATE STATUTE!** Disciplinary action may come from the Department of Education for failure to report.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in favor of reporting suspected abuse or neglect. When in doubt, call the abuse hotline. (800) 652-1999 Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential and required by law.

OUTSIDE AGENCIES

Out-of-school agencies seeking the cooperation of the school in the distribution of literature contests, exhibits, inclusion of anything in the instructional program, essay writing, poster preparation, the sale of tickets, products, etc. shall be referred to the principal.

OUTSIDE EMPLOYMENT

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

POLITICAL ACTIVITIES

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

SOCIAL MEDIA USAGE BY STAFF

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school- affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 to a particular situation must confer with their supervising administrator prior to posting on social media. Keep posts positive and professional. The use of social media during the school day or extracurricular events is allowable only when the post is made to **positively** promote our school system or celebrate an accomplishment of a member of our school. Positive posting about your program is acceptable to promote the school.

Any negative, demeaning, or derogatory social media posts brought to the attention of the administration, posted during school/event hours are considered unprofessional conduct and are grounds for disciplinary action up to and including dismissal. Staff should refrain from responding to a parent(s) or patrons negative or defamatory postings. Inform Mrs. Johnson or the administration about concerns.

SCHOOL PUBLICATIONS

Since the school may be judged by the content of its publications, these devices should exemplify superior quality in editing, correct writing procedure, selection of art, formal style, etc. and be of superior caliber at all times. Sponsors of publications shall carefully screen all articles before publication.

NEWS AND PRESS RELEASES

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

NEWSLETTERS

The district secretary will inform staff of the relevant deadlines for the yearly newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission. Staff are encouraged to post to our live feed with current classroom news with Thrillshare. Speak with Mrs. Johnson for access and the App.

COPYRIGHT AND FAIR USE

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

INTELLECTUAL PROPERTY

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

CONSTITUTION, LAWS, BY-LAWS

It shall be the responsibility of the sponsors or directors of all school organizations operating under constitution, laws, by-laws, etc. to file up-to-date copies of these with the Principal on an annual basis.

TELEPHONE/CELL PHONES

School telephones are restricted to business (school) and/or emergencies. Personal calls for the purpose of visitation are discouraged. Teachers will not be called from their duties during the time they are engaged in teaching or supervisory duties. Staff Cell phones are **NOT** to be used in front of students for **personal reasons** at any time during on duty hours. Texting and driving is against the law. We need to model the behaviors we expect our students to follow. Special circumstances can be cleared with the building principal. Cell phones being used to communicate with student's parents, emergencies, and school administrators is acceptable.

SCHOOL PROPERTY

School property is not to be lent to individuals except by permission of the superintendent. Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar. All requests are to go through the office secretary to ensure that events are placed on the District calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or online form.

LOST/DAMAGED SCHOOL PROPERTY (INCLUDING TEXTBOOKS)

Fines will be assessed for any loss or damage to school property (including textbooks). The actual replacement cost will be charged for books, which are lost, or damaged to the point of not being usable. The repair cost of minor damage will be charged to the individual(s) responsible. Note: Texts which have had the answers written in them will be considered damaged beyond repair.

ILLNESS OR ACCIDENT

Cases of illness or accident shall be reported to the building Principal or office personnel whose course of action shall be to notify parents or guardians of the pupils. Serious accidents shall be

reported to the Superintendent of Schools followed up by an online accident report within 24 hours.

INCLEMENT WEATHER

In the event of inclement weather arising during the night, or during the time school is in session, or that it becomes necessary to call off school for any reason, an announcement will be carried by TV stations KCAU-Channel 9 and KTIV-Channel 4. An All Call/Twitter/Facebook/Telephone/ or text announcement will also be made. The All Call system only works if you update your numbers. Please keep your numbers updated with Mrs. Johnson

AUDIO-VISUAL AIDS

The use of audio-visual aids can do much to enrich the learning process. It is important that a teacher select appropriate aids of this nature and use them properly. Careful plans should be made prior to their use in the classroom. It is essential that:

- the teacher screens audio-visual aids before presenting them to pupils.
- the teacher should use only those which are related to the unit and subject matter being taught.
- the students are properly motivated and know why they are seeing or hearing a particular aid.
- the pupils are looking for information presented in the audio-visual aids.
- the teacher follows through the material presented in these aids and incorporates them into the unit being taught.
- the teacher evaluates the effectiveness of audio-visual aids being employed in the Classroom.

RECORDINGS OF STUDENTS AND CLASSROOMS

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or building administrator. Teachers are encouraged to video their instructional practices for self reflection and instructional growth.

PURCHASE ORDERS

Teachers and pupils are required to secure purchase orders in the buying of items to be charged to either the General Fund or the Activity Fund. Failure to conform to this policy renders the violator personally liable for payment of items purchased. This policy includes the ordering of anything on an inspection basis. Orders for items to be charged to the General Fund are signed by the Superintendent only. The Superintendent, Principal or Athletic Director must sign purchase orders for items chargeable to the Activity Fund. All uses of a school credit card must be accompanied with a detailed receipt and the receipt must be turned into the business manager. Failure to follow procedures could result in the employee being held liable for the charges made. Every effort should be made by the staff member to avoid being charged sales tax by following proper procedures through the business office.

BLOOMFIELD COMMUNITY AUDITORIUM

The auditorium is a building owned jointly by the City of Bloomfield and School District 54-0586. The charges made for the use of the auditorium are used to purchase chairs, tables, dishes, and other equipment needed to give the people of School District 54-0586 and the citizens of Bloomfield the best equipped auditorium we can have without the levying of taxes. To meet this goal we have established the following rates for the use of the auditorium. Local non-profit organizations located within the City of Bloomfield and School District 54-0586 boundaries:

Without Kitchen.....\$75.00 With Kitchen.....\$100.00 Policy #1100 Any commercial unit, organization, or individual: Anytime.....\$100.00, With Kitchen..... \$125.00
Elementary Multipurpose room.....\$20.00 per event.

Youth sports teams must make a deposit of \$50.00 and list all dates that they would like to use our facilities. In all cases, school scheduled events take precedence, and the school reserves the right to cancel the 3rd party facility rental at any time. No practices, games, matches, or meets shall take place when a scheduled or rescheduled school event/performance is scheduled.

The tables and chairs must be set up, taken down, and put away by the persons using the auditorium. Fees of \$50.00 per hour will be assessed to put away tables and chairs. A form must be completed and submitted to the office of the Superintendent 7 days prior to the event. Any group must present financial responsibility and procure liability insurance at their own expense, a Comprehensive General Liability insurance policy naming the district as an additional insured. This policy must be written with 1,000,000 Combined Single Limit per occurrence. A certificate of Insurance evidencing coverage must be submitted prior to the applicant's use. The janitors will have the auditorium clean and ready to use and will clean it after the tables and chairs are put away. The janitors will have the kitchen clean and ready to use; however, each group should do the dishes, clean the appliances, cupboards, shelves and leave the kitchen neat and orderly.

REQUEST FOR BUSES/TRANSPORTATION

Requests for buses for school activities are to be made with the transportation director. All requests must be made 48 hours in advance of the scheduled activity; but should be made as early as possible. All staff members are responsible for returning the school vehicle as clean if not cleaner than when it was checked out. Any and all accidents regardless of severity shall be reported to the superintendent or his designee.

DRIVING SCHOOL & PERSONAL VEHICLES

Staff members 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 and have completed the annual 2 hour DMV requirements for pupil transportation. Staff members will be provided a Driver's Certification form to verify this information. Staff members 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. Staff members are not to use cell phones while

driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

SCHOOL VEHICLE USE

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose.

ELECTRONIC COMMUNICATION WHILE DRIVING

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school- issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, or text messages. The superintendent or building principal may grant exceptions and allow HANDS FREE verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

LESSON PLANS

High School lesson plans will be stored online via an excel spreadsheet and published on the web page. Lesson plans are due to the principal via email or google drive prior to the start of the first day's classes each week. Difficulties should be reported to the principal prior to the due date.

GRADING AND REPORTING

Grades are never to be used as punishment! Be up front and honest about your grading practices. Grades should be recorded frequently enough to show a true picture of the student's performance in your subject area. The awarding of grades is a very important responsibility of the teacher and should be based on the careful consideration of such factors as:

1. **Equitable** to all students.
2. Based on concrete evidence.
3. Objective observations.
4. Quality of daily work.
5. Ability and effort of the students.

6. Justification of grade to students and parents in terms of documented student performance through the use of rubrics or scales.
7. Standards based or related.
8. Related IEP or 504 requirements

PARENT-TEACHER CONFERENCES

At least one formal conference will be scheduled annually at both the elementary and high school in the fall. Elementary (K-6) only conferences will be held in the spring. All staff are required to attend all parent teacher conferences.

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. **POWERSCHOOL IS NOT ENOUGH!** Teachers are responsible for parental communication. This may be done by letter, telephone, email, text or personal conference. Keep your documentation! Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

DISCIPLINE

Teachers have the responsibility of discipline in their respective classes, classrooms, study halls, and activities. All staff members are responsible for the conduct of students outside of the classroom. Whenever you see students engaging in conduct or activity contrary to the rules or well-being of the school, it is your duty to take charge of the situation immediately and you have the authority to act on the spot. Call 911 if the situation is serious enough. **CODE RED BLOOMFIELD SCHOOLS** is used in any active shooter situation. All staff must be ready to carry out this responsibility at all times. APL training will be required for all teaching staff to utilize in their classroom management and daily activities with students. It will also be a part of their formal evaluation process.

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal. Request assistance from the CPI team for any student removal.

Be sure that all of your work is well organized and well planned. Keep the students engaged academically at all times. Be definite in your expectations! Be reasonable and be well prepared!

If you maintain a positive atmosphere conducive to good study conditions, you will be giving your students the best possible chance at making positive academic progress in their respective classes. Never lose the "BEES" expectations for learning!

Anticipate problems. Be “on the job” at all times in your supervision of your students. Most discipline is achieved before situations arise. Be business-like at all times with students and groups. Teachers are to be in the classroom when the bell rings for the class period to begin. It is the teacher’s duty to be on time. This is good organization on the part of all of us. Students needing special counseling, because of behavior, which seems beyond the control or understanding of the teacher, should be sent directly to the Assistant Principal, or Principal or asked to report at a designated time; when possible, the teacher should accompany the student to the Principal’s office. In either case, we need to know the teacher’s side of the story. Teachers should write up an incident report or speak with the administration right away if you are sending a student out of your room.

Policies of classroom discipline should be as consistent as possible throughout the entire school system. We want our students to be good citizens as they go about their schoolwork and while at activities at home or away

1. Sending a student from your room should be the last resort. This is in reference to your classroom discipline. If trouble arises in the halls, send the students to the office. The punishment will be handled there.
2. Each teacher/ para/ custodian and support staff has authority over any student in their building.
3. All of the students are to address the faculty and staff with a title - Mr., Mrs., Ms., or Coach. When one faculty member is addressing another in front of the students, we should use these titles, also.
4. Teachers are expected to supervise the halls when students are present. Be visible in the hallway in order to have good classroom discipline, teachers must be in their rooms (or by their door or by the restroom) when the students are there.
5. **PROCEDURE FOR SENDING PUPILS TO THE OFFICE FOR DISCIPLINE:**
Call, text or come to the Principals’ office to see if he/she is available. If a retraining is required, document the incident, and e-mail the principals.
6. When a teacher finds him/herself in a difficult situation, it would be better to send the child to the office for a time out or to cool off. Please notify the office of your intent. Teachers are responsible for discipline referrals to the office in Writing.

STUDY HALL PERIOD PROCEDURES

No student should leave your room with their cell phone during class time. Students are not to be on their cell phones without an educational purpose during this time. The right to listen to music is earned with 100 AR points per quarter. Only after reaching the 100 point club can students listen to music with headphones. Students are to be working on future assignments in the study hall. After school, the 9th period is for late work. Fridays, all students will report to the study hall room before being excused for the earned early dismissal.

THREAT ASSESSMENT AND RESPONSE

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration or members of the threat assessment team. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of **Jeff Messersmith, Tabitha Gilsdorf, Laura Hauger, Bryan Ruhr.**

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

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.

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, sandclub, 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; IE. Butterfly knife etc.
7. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun; and
8. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
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 or within reach (such as in the teacher's vehicle), as well as in a teacher's desk, locker, briefcase, backpack, or purse.

EVACUATION DRILL INSTRUCTIONS (FIRE/TORNADO) FIRE

High School:

1. Fire drills will be held monthly.
2. The signal for the fire drill will be the fire alarm (loud ringing bell).
3. Teachers are to instruct their students in all their classes what exits to use from that particular room and what their position will be when they get outside of the building.
4. When the alarm is heard, the students are to drop their work at once. They must not stop for books, cell phones or coats.
5. Students are to walk rapidly, but not run.
6. Students are to return to the building at once when the return signal is given.
7. Teachers will follow their classes and see that the students go to the proper place. See that students do not waste time in returning to class.
8. Have your students prepare to use a different exit if necessary. Each classroom should have an egress window.
9. Each room at the **high school** has a chart to show where the different classes will go and by what exit they will leave the building.

Elementary:

1. Students and Personnel in the Preschool, Kindergarten and First Grade, MPR Classrooms should proceed out the east doors leading to the playground and congregate on the easternmost edge of the playground hard surface.
2. The Kitchen staff will assist with the Daycare students.
3. Students and personnel from the south hallway, office, health room, faculty, main restrooms will proceed towards the double doors (Door 1) and continue up the sidewalk to the track.
All students and personnel from the North hallway classroom rooms will proceed down the north hallway, out the North double doors and up the North sidewalk to the driveway edge of the school grounds. Use your color cards **Red!** I have a problem. **Yellow!** I have a student that needs to be accounted for. **Green!** All clear!

TORNADO

High School:

1. The tornado signal is a continuous announcement or siren.
2. Students and staff in the new addition will go to the boys/girls restroom located between the music room and the agriculture classroom.
3. Students and staff on the first, second and third floors will go to room 106 on the lowest floor. The last staff person down to first floor, pulls the fire doors shut.
4. South Locker rooms will move to the training room.

TORNADO

Elementary:

The tornado signal is a continuous school announcement or siren.

1. Preschool students and staff will shelter in their storage closet inside the classroom.
2. Students and staff from the kindergarten will utilize room 201 located near their room.
3. Students and staff from Music, 1st grade, 2nd grade, 3rd grade, MPR, Library and kitchen will utilize the girls' restroom (East side-North hallway).
4. Students and staff from the North hallway, grades 4th, 5th, 6th, HAL, Art, office area, faculty and health rooms will utilize the boys' restroom (East side – North hallway)

BOMB THREAT

No electronic means may be used during a bomb threat. Be sure to power down all cell phones and computers as they can be used to trigger the device. “**Evacuate**”, “**Evacuate**” is the command. A verbal statement will be issued for direction for students and staff to follow in the event of a bomb threat.

INTRUDER ALERT

Principal or representative will sound pre-planned alarm: “ **Lockdown, Lockdown**” ! Alarm sounded means: lock classroom doors, turn off classroom lights, pull all shades, Students will follow the teachers lead on how to safely defend your classroom and or exit the building by listening to the phone system in each classroom. Exit the building via window or door and get to a safe distance as quickly as possible. The track area will be our congregation area after escaping the building safely.

STATE ACTIVITIES

The following procedure will be used to cover all State meets and tournament activities in football, cross country, basketball, track, wrestling, volleyball, golf, FFA, FCCLA, music, drama and contest speech.

The school will not pay any expenses (food, lodging, transportation, admission) for any non-qualifying students to attend State meets or tournaments. Non-qualifying students may attend, but they must be responsible for their expenses. EXCEPTION: Non-qualifiers may ride the team bus or van at no cost if there is room for them.

Head Coaches of the above activities will be allowed to attend a State Meet or Tournament one day during which school is in session by using their one day of professional leave. As a thank you for taking on the head coaching position, the school will reimburse the head coach for 1 night's hotel room cost while attending the State Meet or Tournament. Detailed receipts must be provided to the business manager upon returning. The school will not be responsible for any other expenses for the coaches.

BLOOMFIELD COMMUNITY SCHOOLS – 403b PLAN

Bloomfield Public Schools has established and adopted a 403-b plan, to be available for all current and future employees, certified and non-certified, that qualify for participation in this plan. The plan was established through an approved agency dealing with 403-b rules and regulations adopted by the Board of Education as the "Official and Approved Plan" for the regulation of employee voluntary participation in such identified and approved providers as listed in the school plan. A copy of the plan is available in the main office for inspection.

SUBSTITUTE TEACHERS

1. Substitute teachers are employed by the school district.
2. They shall possess valid Nebraska teaching certificates and for the specific areas in which said teachers are employed to substitute teach.
3. The certificates of substitute teachers shall be registered with the Superintendent of the Bloomfield Community Schools.
4. Substitute teachers are subject to the policies of the schools.

Substitute teachers are subject to the policies of the Board of Education and are paid a per diem of \$135.00 any amount of time spent substituting that is less than a full day will be compensated as follows:

1. Up to and including 1/2 day = \$67.50
3. Over 1/2 a day and up to and including a full day = \$135.00

A full day is equivalent to 8 hours of work time (7:45 a.m. to 4:15 p.m.). If the substitute replaces a teacher for a consecutive period exceeding 10 continuous working days, the substitute will receive 1/185th of the base pay per the negotiated agreement per day for those working days exceeding 10, day 11 plus.

JOB DESCRIPTIONS & OUTLINE OF DUTIES OF THE ATHLETIC DIRECTOR

Generally, the athletic director is responsible for the supervision and administration of the entire athletic program, its coaches and assistants, and its participants. It is his/her responsibility to ensure that the program of athletics is provided for and directed in a manner consistent with the philosophy and goals of the school and community.

It is his/her responsibility to evaluate the program and the effectiveness of its various coaches/sponsors in cooperation with the administration. He/she is to establish consistent and sound policies for the operation of the program.

Each coach is in charge of his/her particular sport and is directly responsible for the supervision of the sport. The athletic director serves to advise, guide, and recommend improvements in each area. He/she is to coordinate each area with the total athletic program.

All coaches are directly responsible to the athletic director for their program area. The Athletic director bears the ultimate responsibility for the total athletic program.

Also included in the duties of the Athletic Director:

1. Purchase, care, and inventory of equipment.
2. Preparation and administration of the athletic budget.
3. Ticket sales and finance.
4. Public relations.
5. Preparation of facilities for all activities.
6. Scheduling.
7. Game contracts.
8. Preparation of eligibility lists.
9. Securing officials.
10. Arrangements for scouting if necessary.
11. Supervision of coaching staff in cooperation with the administration
12. Administration of home athletic contests.

DUTIES OF THE HEAD COACH

1. Coordinate the program and assign duties to assistant coaches and managers.
2. Supervise all locker rooms and practice areas.
3. All publicity and public relations related to your sport.
4. Correspondence with other coaches.
5. Discipline of players and managers.
6. Locker room and field morale.
7. Care and inventory of all equipment.
8. Supervision of off-season programs.
9. Work with the athletic director and administration in scheduling, budget, purchase of equipment, hiring of officials, and any area dealing with the sport for which he/she is responsible.

ACTIVITY FUNDS

The Superintendent is the custodian of the General Activity Fund, which serves as a depository for the monetary incomes of the various activities and organizations of their respective schools. In accounting for these various funds, they shall observe the following policies.

1. He/she shall require each activity or organization for whom the General Activity Fund serves as a depository, to maintain an accurate, up-to-date record of all income, expenditures, and balances in a neat and orderly manner and to balance their records with the records so maintained by the custodian of the General Activity Fund on a monthly basis.
2. He/she shall cause the monies earned by the various activities and organizations to be deposited in the General Activity Fund.
3. He/she shall, in turn, maintain, or cause to be maintained in separate categories a complete, up-to-date record of the incomes, deposits, expenditures, and balances of

- all of the various accounts represented in the General Activity Fund.
4. He/she shall maintain or cause to be maintained the various accounts at all times in such manner as to be audited readily by the Auditor employed by the Board of Education.
 5. He/she shall issue receipts for each deposit and demand requisition for all withdrawals from the General Activity Fund.
 6. Each requisition presented shall be accompanied by an itemized statement or invoice before a check is written in payment.
 7. All requisitions shall be signed bearing the signature of both the sponsor and the secretary or treasurer of the activity organization.
 8. He/she shall ascertain that each expenditure must be made exclusively for the benefit of pupils.
 9. The General Fund monies (School Board) accumulating through the sale of supplies, etc., shall be properly accounted for and remain inviolate in the General Activity Fund and transferred to the General Fund at the close of each school year along with an itemized statement of the sources of income.
 10. No activity or organization or individual may make a withdrawal from the General Activity Fund or contract for anything to be paid for from the General Activity Fund in excess of \$50.00 without the approval of the Superintendent of Schools.
 11. Transfer of consolidation of funds within the General Activity Fund may not be made without the approval of the Board of Education.
 12. He/she shall pay or cause to be paid all bills contracted by any organization or activity promptly at the close of each calendar month.
 13. He/she shall submit to the Board of Education, at the close of each school year, a full report to include itemized statements of income, expenditures, balances, outstanding bills, and checks outstanding.
 14. The graduating class monies will be expended towards graduation expenses, i.e. flowers, caps, gowns, and post-prom party. The graduating class may designate remaining class funds after graduation expenses, towards an addition to the school and/or its program to be left in the class's name. Any monies left in the graduating class account not designated for specific school use, shall become a part of the school's General Activity Account to be used at the school's discretion in the month of December following the class' graduation.

ELEMENTARY FUNDS

1. The Business Manager shall act as custodian for all elementary co-curricular monies and in maintaining accurate records of incomes and expenditures of such. Receipts shall be issued for collection of all school monies. All staff members are personally responsible for all monies not turned into the business manager or office personnel.
2. The Elementary Principal and sponsors of all elementary co-curricular activities shall deposit monies earned in various ways with the Business Manager.
3. Withdrawal of monies from the Elementary Activity Fund shall be made in writing with the approval of the Superintendent of Schools.
4. The Elementary Principal, when collecting General Fund monies, shall deposit the same with the Business Manager.

MATERIALS SELECTION POLICY

Introduction

The media program stands at the center of the total instructional program of the school and is responsible for facilitating, implementing and supporting all facets of the curriculum. The media program is charged with providing the books, audiovisual materials, and accompanying technology to enable teachers to teach and students to learn.

In order to maximize the effectiveness of the media program short and long term goals should be established, based on a media program philosophy that is in accord with the school district philosophy. Acquisition of equipment and materials should reflect and enhance the achievement of the established goals of the program and the long and short term objectives. Major program developments should be prioritized and reviewed annually to monitor the progress of current goals and objectives.

Responsibility for Selection

The Bloomfield Board of Education is legally responsible for all matters relating to the operations of the Bloomfield schools. Each library collection is considered a segment of the total district library collection. All materials are shared; all materials are made available upon request to any school library in the district. Selection of materials involves many people: principals, teachers, and the media specialist. The responsibility for coordinating the selection of library materials and making the recommendation for purchase rests with the professionally trained library-media personnel. Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

Criteria for Selection

Materials for purchase are considered on the basis of: overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authority, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price. Requests from faculty and students are given high priority.

Procedures for Selection

In selecting materials for purchase, the librarian evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids as well as specialists from all departments and/or all grade levels. In specific areas the librarian follows these procedures:

1. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
2. Multiple copies of items much in demand are purchased as needed.
3. Worn or missing standard items are replaced periodically.
4. Out-of-date materials or those no longer useful are withdrawn from the collection.

Objectives of Selection

The Bloomfield Board of Education recognizes that it is the primary objective of the library media centers in our schools to implement, enrich, and support the educational programs of the schools. It is the duty of the library media centers to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the Board of Education reaffirms the Bill of Rights for School Library Media Programs and asserts that the responsibility of the School Library Media Center is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable students to make intelligent judgments in their daily life.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media. (Opinions expressed in library materials are not necessarily endorsed by the Bloomfield Board of Education).
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
6. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

In addition, the Board of Education recognizes that the final decision as to what materials an individual student will be exposed to rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their child to read or view the same material.

Challenged Materials

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by community members, students, or school staff.

In the event a complaint is made the following procedures will apply:

1. The complaint shall be heard by the media specialist.
2. If the matter is not resolved the complainant will be given a "Request for Review of Library Materials" form to fill out. The form will be forwarded to the Principal and the Superintendent of Schools.
3. The principal shall appoint a committee composed of the following people to review the complaint: one administrator at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member.

4. The review committee shall: read and examine the materials referred to them; check general acceptance of the materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material.
5. The decision of the reviewing committee shall be forwarded in writing to the complainant and the superintendent.
6. If the complainant is not satisfied by the decision of the reviewing committee and desires to carry the request further, the form may then be submitted to the Board of Education.
7. No materials shall be removed from use until the committee has made a final decision.
8. Cooperation will be given to any parent wishing to restrict his or her own child from using materials objectionable to the parent. The librarian, with the parent, will try to work out a solution that will keep that family's child or children from checking out the materials the parent objects to, while still allowing free access for other children.

SCHOOL LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted July 2, 1986, by the ALA Council; amended January 10, 1990; July 12, 2000; January 19, 2005; July 2, 2008; and July 1, 2014.

INTERNET ACCEPTABLE USE POLICY

Please refer to the last page of this document. A signed copy must be returned to Heather Gubbels prior to August 26th, 2022. All staff members will be responsible for \$80.00 per instance for computer repairs not extending from mechanical failure or average usage.

TOBACCO USE PROHIBITED

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. Furthermore, in a like manner, tobacco use is prohibited on school grounds owned or leased. This regulation applies to all students, staff, patrons, and visitors. School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators and or removal from the facilities.

DRUG FREE SCHOOL AND COMMUNITY POLICY

Knox County School District No. 54-0586 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

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

Definitions:

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

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities. As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District. As used herein, the phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

Procedures

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 5009), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the

Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.

4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such lists.
5. Sanctions which may be taken against an employee for noncompliance with this policy may be any one or more of the following:
 - A. An oral reprimand.
 - B. A written reprimand.
 - C. Suspension with pay.
 - D. Suspension without pay.
 - E. Termination of employment.
 - F. Cancellation of employment.
 - G. Non-renewal of employment.
 - H. Referral to appropriate authorities for criminal prosecution.
 - I. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
 - J. Mandatory enrollment in any training programs that are or maybe provided by the District or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of any employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employees. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.
8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his

designee may require the employee to successfully finish a drug abuse program. As used herein, the term

"drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such a program. If aftercare is recommended by such an institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such an aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

Personal and Professional Conduct

All employees are expected to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. It is extremely important that teachers 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.

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student Using e- mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity.

- A. 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, emailing a message about a student's grades).
- B. Engaging in social-networking friendships with a student on SnapChat, 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.

- C. 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.
- D. Making any sexual advance – verbal, written, or physical – towards a student.
- E. Showing sexually inappropriate materials or objects to a student.
- F. Discussing sexual topics with a student that are not related to a specific curriculum.
- G. Telling sexual jokes to a student.
- H. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- I. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- J. Being overly affectionate, touchy with a specific student.
- K. 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.
- L. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- M. 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.
- N. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- O. Inviting a student to the employee's home without prior express permission of the student's parents and school administrator.
- P. Going to the student's home when the student's parent or a proper chaperone is not present.
- Q. Giving gifts of a personal nature to a specific student.
- R. 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.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted up to 5 days off from work with pay (Sick Leave) in the event of the death of your spouse, child, parent, or sibling; up to 3 days in the event of the death of your grandparents,

father-in-law, mother-in-law, son-in-law, or daughter-in-law; and 1 day in the event of the death of a relative not a member of your immediate family as defined above. All requests for bereavement leave should be submitted to the building administration.

Holidays

Employees may be eligible to receive paid time off on the following holidays: New Year's Day, Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours in which classified employees are required to attend.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharged from employment.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given work week will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year..

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) Secretaries/Clerical staff should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) Paraprofessionals should not report to work unless teaching staff are asked to report.
- c) Food Service staff should not report to work.
- d) Bus Drivers should not report to work.
- e) Custodians/Maintenance staff should report to work.

Sick Leave

Classified employees will receive various days of sick leave established in their individual work agreements. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least two hours prior to the time he/she regularly reports to work. Sick leave accrues to a minimum of 22 sick days (see work agreement). Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Vacation for custodial staff should not be taken during peak times of the year when all staff are needed. IE 2 weeks before school starts, or the last week of school. New employees will not be entitled to any vacation leave for the first thirty (30) days of employment. After the completion of their 30th day of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the sixth month of employment, new employees will receive the remaining days of vacation provided for their job assignments via their individual work agreements.

Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others.

Access to network services is given to staff and students who have agreed to act in a responsible manners. Parental permission is required for student use. Access for all staff and students is a privilege and not right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network:

The following policy and rules for

acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such

individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take unauthorized technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network:

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system and do have access to mail. Messages relating to or in support of illegal activities

may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules:

All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment with the District.

Dated this ____ day of August, 2023

Signature of Employee

Return to the secretary's office prior to August 25th, 2023.

Bloomfield Community Schools Addition to Employee Code of Conduct *Appendix "I"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Bloomfield Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Bloomfield Community School District 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 the Bloomfield Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Bloomfield Community Schools 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 the Bloomfield Community Schools, any of its employees, or any institution providing network access to Bloomfield Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Printed Name _____

Employee's Signature _____ Date: ____ / ____ / 2023 _____

This form will be retained on file by
authorized faculty designee for the duration
of the applicable
computer/network/Internet use.
Return to the secretary's office prior to August 25th, 2023