

Alma Public School



Teacher Handbook

2019-2020

**2019-2020
TEACHER HANDBOOK
Alma Public Schools
Table of Contents**

Foreword

		Page
Section 1	Intent of Handbook	1
Section 2	Information About Alma Public Schools	1-2
Section 3	School Mission Statement	2
Section 4	Members of the Board of Education	2
Section 5	Alma Public School's Administrative Staff	2
Section 6	Teachers & Support Staff	3-4

Article 1 – School Calendar & Schedules

		Page
Section 1	School Calendar	4
Section 2	Daily Schedule – Activity Day Schedule – Late Start Schedule	4-5
Section 3	Severe Weather and School Cancellations	5-6
Section 4	Emergency Conditions and Drills	6-7

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	Employment	7-8
Section 2	Assignments	8
Section 3	Personnel File	8
Section 4	Grievances and Complaints	8
Section 5	Compensation	9
Section 6	Extended Duty Pay	9
Section 7	Benefits	9-10
Section 8	Payroll and Payroll Deductions	10
Section 9	Expense Reimbursement	10
Section 10	403(b) Salary Reduction Agreements	10
Section 11	Overtime	10-11

Article 3 – Absences from Work

		Page
Section 1	Sick, Personal and Professional Leaves	11-12
Section 2	Substitute Teachers	12-13

Section 3	Payroll Deductions for Absences in Excess of Paid Leave	13
Section 4	Leaves of Absence	13
Section 5	Jury Duty	13-14
Section 6	Military Leave	14
Section 7	Family and Medical Leave Act	14-16

Article 4 - Duties and Responsibilities

		Page
Section 1	Hours of Work & Meetings	16-17
Section 2	Arrival to Duty Assignments	17
Section 3	Leaving School	17-18
Section 4	Lesson Plans	18
Section 5	Daily Class Record Books	18-19
Section 6	Classroom, Study Hall & School Procedures	19-21
Section 7	Supervision of Students	21-23
Section 8	Managing Student Conduct	23-24
Section 9	Dispensing Medications	24
Section 10	Reporting Child Abuse	24-25
Section 11	Business Procedures	25-26

Article 5 – Classified Position and Personal Conduct and Performance

		Page
Section 1	Ethics Standards	26-29
Section 2	Evaluations	29
Section 3	Role Model	29
Section 4	Relationships	29
Section 5	Professional Attire	29-30
Section 6	Private Tutoring	30
Section 7	Outside Employment	30

Article 6 – Academic Matters

		Page
Section 1	Purpose and Goals of Academic Achievement	30
Section 2	Teaching to student Understanding to Assure Learning	30-31
Section 3	Instruction in the Curriculum	31
Section 4	Measuring and Reporting Academic Achievement	31-34
Section 5	Parent – Teacher Conferences	34

Article 7 - Use of School Facilities and Equipment

		Page
Section 1	Drug-Free Workplace	34-35
Section 2	Smoke and Tobacco-Free Workplace	35
Section 3	Weapon-Free Workplace	35-36
Section 4	Use of District Computer Network and Internet	36-38
Section 5	Use of School Facilities	38
Section 6	Care of School Property	38
Section 7	Use of Telephone	38
Section 8	Visitors	38
Section 9	Salespersons	38-39
Section 10	Security of Desks, Lockers, Etc.	39
Section 11	Video/Audio Surveillance	39
Section 12	Daily Announcements and Bulletins	39-40
Section 13	Copyright and Fair Use Policy	40
Section 14	Lost and Found	40
Section 15	Safety	40-41

Article 8 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	42
Section 2	Designation of Coordinators	42-43
Section 3	Anti-discrimination & Harassment Policy	43-44
Section 4	Grievance Procedure for Persons with a Disability	44-45
Section 5	Confidentiality of Student Records (FERPA)	45
Section 6	Disclosure of Student Information to Military Recruiters and Colleges	45
Section 7	Disclosure of Staff Qualifications	45
Section 8	Student Privacy Protection	45-46
Section 9	Parental Involvement	46-47
Section 10	Homeless Students	47
Section 11	Breakfast and Lunch Programs	47
Section 12	Confidentiality of Protected Health Information	47
	Activity Sponsor Assignments	48

Appendixes

Appendix	Notice of COBRA Continuation Coverage Rights	49-50
Appendix	Notification of Rights Under FERPA	51-52
Appendix	Negotiations Agreement	53-56
Appendix	FMLA Notice	
Appendix	EEOC Notice	

Appendix	Military Family Leave Notice	
Appendix	Employee Rights - FLSA	
Appendix	Teacher Evaluation Instrument	
Appendix	Ticket Taking and Concession Schedule	
Appendix	Fall & Spring Semester Test Schedules	
Appendix	Lunch Duty Schedule	

Alma Public Schools Teacher Handbook 2019-2020

FOREWORD

Section 1: Intent of Handbook

Welcome to Alma Public Schools. This handbook is intended to be used by the professional staff to provide general information about Alma Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

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

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

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

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

This handbook will be in effect for the 2019-2020 and subsequent school years unless replaced by a later edition.

Section 2: Information About Alma Public Schools

Alma Public School is located in south central Nebraska 22 miles south of Holdrege, NE. The Alma School is a K-12 facilitates serving approximately 345 students. The elementary generally has between 180-195 students and secondary generally has 140-150 students. The school's current classification is D1 and currently competes in the Eight-Man 1 division in football. Class sizes range from a low of 22 students to a high of 35 with the average class size being 26 students. The list of school employees includes the superintendent, a K-12 principal, K-12

School Psychologist, K-12 Guidance Counselor, 32 certified staff members and 25 non-certified employees plus a number of support staff from the Educational Service Unit #11 located in Holdrege.

Section 3: School Mission Statement

Mission Statement

The following is the mission statement and governing values as adopted by the Board of Education and are used as guidelines to develop policies for the Alma Public Schools.

GOVERNING VALUES

WE BELIEVE:

1. All students have value and a right to quality education within an environment of respect and compassion.
2. Our school will provide a disciplined environment in which to encourage the development of vision, determination, perseverance, and accomplishment.

MISSION STATEMENT:

The Alma Public School in partnership with family and community will provide a safe environment where students prepare to become responsible and productive citizens.

IN THE OPERATION OF ALMA PUBLIC SCHOOLS, NO ONE WILL BE DISCRIMINATED ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, RELIGION, AGE OR OTHER PROTECTED STATUS IN ITS PROGRAMS AND ACTIVITIES AND PROVIDES EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED YOUTH GROUPS. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT JON DAVIS, SUPT., ALMA PUBLIC SCHOOLS. PHONE: 308-928-2131.

Section 4: Members of the Board of Education

NAME	POSITION	ADDRESS	EMAIL ADDRESS	PHONE
Allen Brugh	President	11844 712 Road		928-2893
Nick Simonson	Vice President	1109 Main Street		325-9850
Janna Tripe	Treasurer	205 James Street		928-2354
Jerry Kovarik		PO Box 32		402-340-3988
Brett Hammond		PO Box 650		928-2702
Scott Prickett		PO Box 2		830-3290
Dianna Melton	Board Secretary	11730 Quail Run	dianna.melton@almacardinals.org	920-2222

Section 5: Administrative Staff

NAME	POSITION	ADDRESS	EMAIL ADDRESS	PHONE
Jon Davis	Superintendent	PO Box 78	jon.davis@almacardinals.org	920-0907
Stephanie Brandyberry	K-12 Principal	PO Box 1034	stephanine.brandyberry@almacardinals.org	785-871-2188
Brittney Biskup	K-12 Counselor	1663 22 Road	brittney.biskup@almacardinals.org	380-3647
Lynse Schmidt	School Psychologist	72442 Hwy 183 - Holdrege	lynse.schmidt@almacardinals.org	991-1867

Section 6: Teachers & Support Staff

NAME	POSITION	ADDRESS	EMAIL ADDRESS	PHONE
Amanda Siebels	Kindergarten	PO Box 359 – Orleans	amanda.siebels@almacardinals.org	991-8022
Jenna Christensen	1 st Grade	203 James Street	jenna.christensen@almacardinals.org	920-0375
Karen Olson	1 st Grade	1100 Lincoln St	karen.olson@almacardinals.org	928-2921
Ashley Nelson	2 nd Grade	1209 Division St	ashley.nelson@almacardinals.org	402-289-7406
Mary Jo Radil	2 nd Grade	PO Box 462	maryjo.radil@almacardinals.org	920-1686
Annette Lowe	3 rd Grade	PO Box 668	annette.lowe@almacardinals.org	920-1313
Katrina Blank	3 rd Grade	PO Box 201	katrina.losey@almacardinals.org	999-0234
ReDonna Russell	4 th Grade	901 Division	redonna.russell@almacardinals.org	928-2342
Ben Ellis	4 th Grade	PO Box 364 – Beaver City	ben.ellis@almacardinals.org	655-1722
Marty Wolfe	5 th Grade	604 Harlan Ave	martha.wolfe@almacardinals.org	920-0242
Nora Christensen	6 th Grade	11186 Juniper Road	nora.christensen@almacardinals.org	652-2636
Mike Brummer	K-12 Physical Education	1234 Pamela Ave.-Holdrege	mike.brummer@almacardinals.org	991-8639
Jodie Schuller	K-12 Physical Education	402 2 nd Street	jodie.schuller@almacardinals.org	883-3865
Margi Ehrke	Title I Reading	PO Box 985	margi.ehrke@almacardinals.org	928-2322
Sally Lukas	Title I Math	PO Box 804	sally.lukas@almacardinals.org	920-9573
Michelle Fritz	Elementary Music	505 Division St.	michelle.fritz@almacardinals.org	293-5057
Barb Long	Elementary Resource	1008 Tibbals - Holdrege	barb.long@almacardinals.org	991-8389
Jessica Howsden	Elementary Resource	71864 US Hwy 183	jessi.howsden@almacardinals.org	920-1232
Julie Dietz	English, Newsletter		julie.dietz@almacardinals.org	390-2077
Jesus Felix	Secondary Resource	PO Box 612	jesus.felix@almacardinals.org	928-2002
Isaac Frecks	AD, Business, Computer	PO Box 142	isaac.frecks@almacardinals.org	340-0784
Shennon Helms	English, Spanish	1826 Tilden – Holdrege	shennon.helms@almacardinals.org	995-2394
Brendan Johnsen	Geometry, Math	11498 State Hwy 4	brendon.johnsen@almacardinals.org	380-5722
Laurie Kermmoade	Biology-Chemistry-Science	70848 Morning Dove Lane	laurie.kermmoade@almacardinals.org	920-2412
Chris Mahalek	Government, Social Studies	PO Box 181	chris.mahalek@almacardinals.org	928-3000
Amanda Pfeil	Algebra, Math	11334 709 Rd.	amanda.pfeil@almacardinals.org	928-2300
Dale Ritter	7-12 Music, 5-12 Band	PO Box 791	dale.ditter@almacardinals.org	920-0297
Kim Ritter	K-12 Art	PO Box 791	kimberly.ritter@almacardinals.org	920-0263
Ben Robison	Voc. Ag / Industrial Arts	18 James St.	ben.robison@almacardinals.org	920-0097
Dawn Schemper	Technology Coordinator	915 Blaine St. – Holdrege	dawn.schmepers@almacardinals.org	999-0289
Mary Schluntz	Family Cons. Sci., Library	12265 712 Rd – Rep. City	mary.schluntz@almacardinals.org	799-2685
Alex Schoneman	Am. History, Social Studies	308 East Street	alex.schoneman@almacardinals.org	991-2627
Tyrell Howsden	Science	71864 US Hwy 183	tyrell.howsden@almacardinals.org	
Courtney Stottler	English, Speech, Drama	PO Box 561	courtney.stottler@almacardinals.org	402-870-1437
Judy Dietz	Secretary	10954 704 Rd – Orleans	judy.dietz@almacardinals.org	920-1331
Melanie Fischer	Secretary	PO Box 243	melanie.fischer@almacardinals.org	350-1904
Dianna Melton	Bookkeeper	11730 Quail Run	dianna.melton@almacardinals.org	920-2222
Kathy Whetstine	Dietary– Head Cook	214 Atkinson Ave – RC	kathy.whetstine@almacardinals.org	799-3711
Anita Lueking	Dietary	PO Box 541 – Oxford	anita.lueking@almacardinals.org	991-8541
Amanda Dunse	Dietary	1216 Lowe St - Huntley	amanda.dunse@almacardinals.org	233-7055
Bruce Ring	Custodial / Bus Driver	PO Box 591	bruce.ring@almacardinals.org	920-1057
Jeff Lynch	Custodial	11352 Road 712 /	jeff.lynch@almacardinals.org	920-0914
Cindy King	Custodial	Brown Street	cindy.king@almacardinals.org	920-0762
Rick Walker	Custodial / Bus Driver	106 Meyer Ave	rick.walker@almacardinals.org	920-1227
Chris Albin	Teacher Aide	PO Box 231 - Orleans	chris.albin@almacardinals.org	920-1181
Corinne Bell	Teacher Aide	1118 South Street	corinne.bell@almacardinals.org	928-2108
Jessica Coons	Teacher Aide	309 Everett	jessica.coons@almacardinals.org	870-5666
Aleece Crooker	Teacher Aide	72143 P Road	aleece.crooker@almacardinals.org	991-4966
Shelbea Ehrke	Teacher Aide	PO Box 167	shelbea.ehrke@almacardinals.org	991-9297
Melissa Simonson	Teacher Aide - Nurse	PO Box 492	melissa.simonson@almacardinals.org	785-737-3729
Tammy Wells	Teacher Aide	PO Box 162	tammy.wells@almacardinals.org	928-3111
Teresa Whitney	Teacher Aide	PO Box 964	teresa.whitney@almacardinals.org	920-0000
Michael Bell	Bus Driver	1118 South Street		316-249-7505
Doc Fleischman	Bus Driver			920-0886

Cliff Jorgensen	Bus Driver	PO Box 912	920-2190
Jeff Wilhelm	Bus Driver	70740 Taylors Blvd	920-1055

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1: School Calendar

Date	Event	Date	Event
August 14	1st Day of School – 2:00 Dismissal	January 7	School Resumes – Start of 2 nd Semester
September 2	Labor Day – No School	January 15	Teacher In-Service / 10:00 Start
September 11	Teacher In-Service / 10:00 Start	February 13	1:00 Dismissal / PT Conf. / 2:30 PM - 7:30 PM
September 19	PTC 2:30 PM to 7:30 PM – 1:00 Dismissal	February 21	Winter Break – No School
October 7	ESU Teacher Conference	March 6	Spring Break – No School
October 11	End of 1 st Quarter - 41 Days	March 12	End of 3 rd Quarter – 46/133 Days
October 14	Start of 2 nd Quarter	March 13	Spring Break – No School
October 16	Teacher In-Service / 10:00 Start	March 16	Start of 4 th Quarter
November 1	Fall Break – No School	April 10	Easter Vacation – No School
November 13	Teacher In-Service / 10:00 Start	April 13	Easter Vacation – No School
November 27	Thanksgiving Vacation – No School	May 8	Seniors Last Day
November 28	Thanksgiving Vacation – No School	May 9	Graduation
November 29	Thanksgiving Vacation – No School	May 18	Semester Test Day/2:00 Dismissal
December 11	Teacher In-Service / 10:00 Start	May 19	Semester Test Day/2:00 Dismissal
December 19	Semester Test Day/2:00 Dismissal	May 19	Last Day / End of 4 th Qtr. – 45 Days / 2 nd Semester 91 /178
December 20	Semester Test Day / End of 2 nd Qtr.- 46 days / 1 st Semester - 87 days	May 20	Teacher Work Day
December 22-26	NSAA Moratorium		

SCHOOL CALENDAR

With the large number of events that occur during the year, it is necessary to maintain a school calendar. The principal coordinates this calendar. **If you are planning an event on the school calendar, it is your duty to fill out an update form.** No announcements pertaining to any activity will be made unless it has been properly recorded on the master activities calendar.

The administration must first approve social events that are necessarily held on a school night. Activities cannot be scheduled on Wednesday evenings. All Wednesday activities, including athletic practices, are to conclude by 6 PM. Please have students out of the building by 6:15 P.M. on Wednesdays. The administration must first approve any activity listed on the school calendar that is to be conducted outside the school premises.

Section 2: Secondary - Daily Class Schedules

Regular Day

Homeroom 8:00 – 8:06

Activity Day

Homeroom 8:00 – 8:06

Semester Test Odd or Even

Period ½ 8:09 - 9:30

Period 1	8:09 - 9:00	Period 1	8:09 - 8:48	Period ¾	9:35 - 10:50
Period 2	9:02 - 9:53	Period 2	8:50 - 9:29	Period 5/6	10:55 - 12:10
Period 3	9:55 - 10:46	Period 3	9:31 - 10:10	Lunch Break 12:10-12:40	
Period 4	10:48 - 11:39	Period 4	10:12 - 10:51	Period 7/8	12:45 - 2:00
Period 5	11:41-12:06	Period 5	10:53 - 11:32		
Lunch #1	12:06 – 12:34	Period 6	11:34 – 12:13		
Period 5	11:41 - 12:32	Lunch # 1	11:32 – 11:58		
Lunch #2	12:32 – 1:00	Period 6	12:00 – 12:39		
Period 6	1:02 - 1:53	Lunch # 2	12:13 – 12:39		
Period 7	1:55 - 2:46	Period 7	12:41 - 1:20		
Period 8	2:48 - 3:39	Period 8	1:22 - 2:01		

10:00 Start Schedule

Homeroom	9:50 - 9:57
Period 1	10:00 - 10:37
Period 2	10:39 – 11:16
Period 3	11:18 – 11:55
Period 4	11:57 – 12:34
1 st Lunch	11:57 - 12:22
Period 4	12:24 – 1:01
2 nd Lunch	12:35 – 1:01
Period 5	1:03 – 1:40
Period 6	1:42 – 2:21
Period 7	2:23 – 3:00
Period 8	3:02 – 3:39

1:00 Out Schedule

Homeroom	8:00 – 8:06
Period 1	8:09 - 8:40
Period 2	8:42 - 9:13
Period 3	9:15 – 9:46
Period 4	9:48 - 10:19
Period 5	10:21 – 10:51
Period 6	10:53 – 11:23
Period 7	11:25 - 11:55
Lunch # 1	11:25 – 11:55
Period 7	11:57 - 12:27
Lunch # 2	11:57 - 12:27
Period 8	12:29 - 1:00

Elementary – Daily Class Schedule

Regular Day – 8:00 to 3:35 **Activity Day** - 8:00 to 2:01 **10:00 Start** – 10:00 to 3:35
1:00 Dismissal – 8:00 to 1:00

Elementary Lunch Schedule: Regular Schedule

K – 11:00; **1st Grade** – 11:05; **2nd Grade** - 11:10; **3rd Grade** – 11:15; (Recess 11:28-11:56)
4th Grade – 11:20; **5th Grade** – 11:25; **6th Grade** –11:30; (Recess 11:43-12:11)

Elementary Lunch Schedule: Activity Schedule

K – 10:50; **1st Grade** – 10:55; **2nd Grade** - 11:00; **3rd Grade** – 11:05; (Recess 11:18-11:46)
4th Grade – 11:10; **5th Grade** – 11:15; **6th Grade** –11:20; (Recess 11:33-12:01)

Section 3: Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The school will make an announcement through the School’s Message System and will notify local news media when inclement weather warrants such action. The information is broadcast regularly by the following radio and television stations; Radio: KRVN – 880 AM or 93.1 FM, KQKY – 105.9, KICX – 96.1, KUVR – 1380 AM, KIOD – and KXPB – Power 99; Televisions: KHGI – Channel 13, KGIN – Channel 11, and KHAS – Channel 4.

Decisions to Close Schools / Late Start: A decision to close school or have a late start is made when forecasted by the weather service and school administrators believe that road travel will be

difficult. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning. In the event the school is closed the school's message system will be used to notify students and school employees. The administration will notify the news media when inclement weather warrants such action.

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

Section 4: Emergency Conditions and Drills

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

Fire Drills

We are required by law to have at least one fire drill per month. It is important that you know the correct procedure in vacating the building. Students should move quickly and quietly to the nearest exit and proceed to a point at least 100 feet from the building.

Once a fire drill signal has been given, you should react immediately. The safety of the students should be the first and only consideration. A floor plan including fire exit routes is located in this handbook. Fire exit instructions must be placed in each room. Wait for the all-clear signal before releasing your students.

The fire drill procedures for Alma Schools are as follows:

- 1) **EXIT 1 – East door by the Office**
Boys & Girls East Bathrooms - 1st & 2nd Floor, Mrs. Schemper, Mrs. Biskup, Mr. Schoneman, Office, Mrs. Ritter, Mr. Frecks, Mr. Felix, Mrs. Kermmoade, Mr. Howsden, Science Lab
- 2) **EXIT 2 –East doors – Common Area Doors - Commons Area**
- 3) **EXIT 3 –Northeast New Gym Door - New Gym**
- 4) **EXIT 4 – Southeast New Gym Door - New Gym**
- 5) **EXIT 5 – Southwest New Gym Door - New Gym, Kitchen**
- 6) **EXIT 6 – South Door of the Kitchen - Kitchen**
- 7) **EXIT 7 – South Hallway Door –High School Girls Locker Room, High School Boys Locker Room, Jr. High Boys Locker Room, Boys & Girls South Bathrooms, PE Office (Mrs. Schuller's), Weight Room, Wrestling Deck**

- 8) **EXIT 8 – Southeast Band Door** – Mr. Ritter
- 9) **EXIT 9 – Southwest Music Door** – Mrs. Fritz
- 10) **EXIT 10 – Southwest Hallway Door** – Jr. High Girls Locker Room, 6th Grade Room (Christensen), 4th Grade (Russell)
- 11) **EXIT 11 – West Hallway Door** – Elementary Resource Room (Long), 5th Grade Room (Wolfe), 4th Grade (Ellis)
- 12) **EXIT 12 – West Lobby Door** – Kindergarten (Siebels), Mrs. Ehrke, Mrs. Schluntz, Boys/Girls Basement Bathrooms, Speech Therapist Room, Senior Survey/Study Hall
- 13) **EXIT 13 – Elementary SPED Door** – Elementary SPED (Howsden), Title I Math (Lukas), School Psychologist Room (Schmidt)
- 14) **EXIT 14 – Northwest Elementary Door** – 1st Grade Room (Christensen), 1st Grade (Olson), 2nd Grade Room (Nelson), 2nd Grade Room (Radil),
- 15) **EXIT 15 – Northeast Library Door** – Library, 3rd Grade Room (Lowe), 3rd Grade Room (Blank)
- 16) **EXIT 16 – Northeast High School Door** – Mr. Mahalek, Mrs. Dietz, Mrs. Stottler, Mrs. Helms, Mrs. Pfeil, Mr. Johnsen

TORNADO PLAN

A plan for exiting the building in case of adverse weather must be posted in each room in the building. The Harlan County Civil Defense will advise us on the best and safest areas in our building. In case of tornado students and faculty will seek shelter as follows:

- 1) **Basement** – Mrs. Ritter, Boys & Girls East Bathrooms 1st & 2nd Floor, Mr. Frecks, Mrs. Dietz, Mrs. Stottler, Library, Mrs. Biskup, Main Office, Mrs. Pfeil, Mr. Johnsen, Mr. Felix, Mrs. Kermmoade, Mr. Howsden, Science Lab, Mr. Schoneman, Mrs. Helms, Mr. Mahalek, Mrs. Schluntz
- 2) **High School Girls Locker Room** – Elementary Resource Room (Long), Mrs. Fritz, New Gym, 4th Grade (Russell), Agriculture/Industrial building (Robison)
- 3) **High School Boys Locker Room** – Mr. Ritter, Commons Area, Weight Room, Main Gym, 6th Grade Room (Christensen), 5th Grade Room (Wolfe), 4th Grade (Ellis)
- 4) **Teacher Lounge** - 3rd Grade (Lowe), Kindergarten (Siebels), 2nd Grade (Nelson), Title 1(Ehrke), Elementary Resource (Howsden), Title I Math (Lukas), SP Office (Schmidt), Senior Survey/Study Hall
- 5) **Basement Girls Rest Room** – 3rd Grade (Blank), 1st Grade Room (Christensen)
- 6) **Basement Boys Rest Room** – 1st Grade Room (Olson), 2nd Grade Room (Radil), Speech Room

Wait for the all-clear signal before releasing your students.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1: Employment

A teacher is employed by Alma Public Schools when the teacher signs the Teacher’s Contract and the Board of Education approves such contract of employment. The teacher’s employment continues absent action by the administration or the Board of Education to non-renew, terminate,

amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement." Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2: Assignments

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

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3: Personnel File

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

Section 4: Grievances and Complaints

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

Section 5: Compensation

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

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

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 10th of the month, or the last preceding school day, if the 10th falls on a vacation or weekend day. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

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

Section 6: Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid as stated in the negotiated agreement for such teacher’s extended time.

Section 7: Benefits

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

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

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in-group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a

special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8: Payroll and Payroll Deductions

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

Section 9: Expense Reimbursement

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

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal. Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10: 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11: Overtime

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

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

the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1: Paid Leave – Sick, Personal and Professional Leaves

Teachers are provided with paid sick, personal and professional leaves in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

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

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. A teacher who becomes ill and is unable to work is to contact the Administration. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Administration as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, a request for leave should be submitted to the administration at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Request for personal leave in the last 3 days of a semester, prior to a vacation day or for a teacher workday and/or Parent Teacher Conference must be approved by the administration.

Sick Leave/Personal Leave as per the Negotiated Agreement

Teachers shall be granted 10 days of sick leave annually, accumulative to 55 days. Sick days may be used for personal emergency other than personal illness. Personal emergency shall include illness, hospitalization, or death in the immediate family. Immediate family shall be defined as: grandparent, grandchild, mother, father, sister, brother, spouse, children, and spouse's immediate family. In certain circumstances, with prior approval by the principal or superintendent, sick leave may be used to attend the funeral of those not listed above.

Teachers may use three-five additional days per year (non-accumulative) at their discretion, provided that:

- A. After a teacher has taught in the system for three years they may carry over 2 days of personal leave to the next year, never to accumulate more than 5 personal days in any given year.
- B. Teachers shall give advance notice of at least one week and all preparation is to be turned in to the administration office prior to leaving.
- C. No more than three teachers may take such leave on any one-day unless approved by the administration.

- D. Request for personal leave in the last 3 days of a semester, for a teacher workday, or Parent Teacher Conference must have prior approval by the administration.

Teachers who have accumulated 55 days of sick leave shall be paid \$10.00 per day for all unused leave, over 55 days, at the end of the contract year in which they are accumulated. Such pay shall be included in the July pay period.

Professional Leave

Professional leave request shall be made at least three days in advance and submitted to the principal. The principal shall allow or disallow such leave based on the individual merits of each request.

Attendance at one day of state competition by all coaches and sponsors in the sport or activity, in which they are involved, shall be granted as professional leave.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

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

Section 2: Substitute Teachers

Teachers requiring a substitute should call Mrs. Brandyberry between the hours of **6 and 6:30 AM**. In order to facilitate planning and instructional continuity, **teachers should notify the administration as soon as they are aware they will be absent on a given day.**

Cell: 785-871-2188

Office: 928-2131

Teachers should realize that a substitute may not have a significant number of hours in their assignment for a particular day and lesson plans should be sufficiently explicit to allow the substitute to have a reasonable understanding of what is expected of them. Please leave your grade/attendance book, lesson plans, substitute folder and any special instructions on your desk. Try to leave something to do so that the time is not a continuous supervised study hall. This will prevent unnecessary delay in orienting the substitute as well as reducing the number of telephone calls to a teacher who is ill. Teachers that are absent are asked to contact the office secretary prior to 3 PM so their substitute can be released or retained for another day.

Should a teacher need to be released from school during regular school hours he/she must check with an administrator prior to leaving. If approved, arrangements will be made to cover the individual's remaining assignments.

Substitute teachers are employed for either a half-day or a full day, and are required to leave a report for the regular teacher describing assignments, attendance, etc. Questions concerning substitute teachers should be directed to the principal.

Guidelines when you have a sub:

1. **NO Study Hall in a regular class** – Most students already have a study hall they don't use now, why do we want to give them another one???
2. **There will be an assignment due at the end of the class period for every class other than study hall and PE.** Make students accountable. Suggestion: Where it is applicable, assign a reading assignment and a work sheet to go along with the reading that will keep them busy. You may have to create your own worksheets or build assignments to benefit your students while you are gone. If you have a sub giving a test make sure that you have an assignment for the students when they are done. If you have students reviewing for a test with a sub you need to create a worksheet study guide that they turn in to you for a grade or bonus points.
3. **Make a seating chart for when you are gone.** Let your students know where their seat is and tell them they should sit there whenever you are gone or they will be counted absent.
4. If you want students to work together please put that in your notes for the substitute.
5. Even though in some situations most of your kids may be gone you still need to have something for the rest of them to do. Suggestion - Make an assignment the day before you are gone for all of your students to have done when you get back.
6. Don't have students working on projects or term papers when you are gone unless you also provide a worksheet that is due the next day. Most students do not use this time wisely and it becomes a free talk time.
7. Warn students that all misbehaviors will be reported to the Principal for further action that may include a verbal reprimand to being removed from any class that has a substitute teacher.

Section 3: Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves, the teacher's salary shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/183 days of total salary.

Section 4: Leaves of Absence

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

Section 5: Jury Duty

A teacher who is summoned for jury service shall promptly notify the employee's immediate supervisor of such summons. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur as per negotiated agreement.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty.

Teachers are expected to promptly notify the Principal of any other form of legal summons, which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days.

Section 6: Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

Section 7: Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For additional information, you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at: 1-866-4US-WAGE (1-866-487-9243)

TTY: 1-877-889-5627 / www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact the Superintendent at (308) 928-2131.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work & Meetings

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

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

Certificated employees are to spend eight hours and 15 minutes on site, including lunch break (30-minute lunch), except that duty-free lunchtime can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours and 15 minutes. Staff may leave the building earlier when called to a professional meeting.

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

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings that are designated for optional attendance. **There will be a meeting the Wednesday following the School Board Meeting every month during the school year.** The meeting will start with breakfast at 7:30 unless noted otherwise by the Administration. Breakfast will be free of charge for the teachers. (10:00 start dates with meeting at 7:40: September 11, October 16, November 13, December 11, January 15)(Regular start & 7:30 meeting: February 12, March 11, April 15, May 13)

Section 2: Arrival to Duty Assignments

Full-time teachers have a designated on-site workday as 8 hours and 15 minutes. Elementary and secondary teachers are to be in the building by no later than 7:45 AM, and to remain on duty until 4 PM unless they have a scheduled activity. All teachers are asked to be in their respective rooms or in the hallway next to it by 8 AM each morning. Make yourselves available to students before school begins.

Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3: Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during their planning period must check out by signing the sheet in the office. Teachers who leave the school during the designated lunch period and inform the office at the beginning of the year will not be required to sign out each time they leave.

Teachers may not leave school during duty hours without notifying the office and signing the checkout sheet and signing back in when you return. Teachers who need to leave during the school day for reason of illness or emergency are to check out in the office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4: Lesson Plans

All teachers are required to submit lesson plans. The Lessons have a two-fold purpose. First - to help the teacher map out day-to-day activities as well as long range plans and objectives. Secondly - it will provide a logical plan for a substitute teacher to refer to when it becomes necessary. Both short term and long-term goals and objectives should be included in the lessons plans submitted. Include in your lessons the supplementary texts used, sources of materials, and special instructional aids that will be used.

Lesson plans are due Monday morning. These plans are for the following week.

Section 5: Daily Class Record Books

POWER TEACHER GRADE BOOK / POWER SCHOOL

PowerGrade, the grade book in PowerSchool is to be kept accurately and up-to-date by all teachers. In addition, each teacher should keep a hard copy of his or her grade book until they are completely comfortable with the Power Teacher Grade program. Class lists will be available by accessing PowerSchool.

There are a variety of methods in which the Power Teacher Grade book may be kept. Regardless of the method used the following information should be provided.

1. Grades should be recorded so that, in case of emergency, someone beside you could interpret the system.
2. A complete report of all recorded grades for each student. There should be at least one new grade per week. Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades that are seen by the parents on PowerSchool.

EACH DAY OF SCHOOL AND WITHIN THE FIRST 5 MINUTES of the start of a class period attendance shall be taken and entered into PowerSchool. Teachers in first period will also be required to enter the lunch count and when appropriate the milk count. Elementary teachers will take a morning and afternoon attendance while the secondary teachers will enter the attendance for each period they have students including a student aide. Both the attendance and lunch count procedures are important. Please get in a daily routine of entering the required information in the time period that is asked.

An explanation of the grading procedure to be used to compute quarterly and semester grades should be given to each student. A copy of this procedure will be submitted to the principal.

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

If a class record book is kept by the teacher the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to Alma Public Schools and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6: Classroom, Study Hall and School Procedures

Classroom/Study Hall

The following rules are suggested for properly conducting a study hall. These rules are necessary and essential in maintaining a positive atmosphere that is conducive to studying:

1. Always have an updated seating chart. If you move a student, be certain to make the change on the chart. This is important for the students and any substitute teacher who may fill in for you.
2. Be as responsible to your study hall assignments as you are to your academic classes. This includes starting the study hall on time and demanding the students are also there on time. An unsupervised study hall is potentially more dangerous than a classroom and it takes very little for an unhealthy situation to develop.
3. Never dismiss students to the library or resource rooms, or for any other reason until attendance has been taken. Students are not to be dismissed during the **first 10 minutes** **or** the last 5 minutes of Study Hall unless a written pass from another teacher requests the student.
4. Students leaving your room must have a pass from you, stating where they are going and what time. If they are going to the office or to another teacher the pass should be signed and time noted.
5. There should be no games of any kind played in study halls. This includes cards, tic-tac-toe, paper football, etc.
6. All students should be expected to have something with them to keep themselves constructively occupied every day they are in study hall. All students are required to have with them at all times a reading book that they can read when the rest of their homework is done.
7. The teacher should always be situated in an area from which the complete study hall can be observed. A teacher who is sitting at a desk reading magazines or newspapers is essentially leaving the study hall unattended.

Hall Supervision

Each teacher must be at their classroom door to supervise the area around the room and to see that classes enter and leave in an orderly manner. The presence of staff members discourages rowdiness and class tardiness. It is most helpful to have teachers routinely walk through restrooms when moving about the building and during passing periods.

Hall Passes

All students leaving a classroom will have a signed pass from their teacher. The pass should have the name of the student/students leaving the room, the location where they are going, and the

time they leave. If they are going to another teacher, that teacher should sign the pass and time they arrived.

Restroom visits should be recorded but excessive restroom visits should be monitored. Teachers may give additional passes for research projects, visiting teachers, running errands, and other appropriate reasons.

In order to be dismissed from Home Room or Study Hall to report to another teacher, a student must have in his possession a permit signed by the teacher to whom the student is to report. Study hall teachers will insure that this is done.

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

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin board regarding curriculum related matters in their primary classroom.

2. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. Each student is responsible for their books after they have been properly checked-out. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them. If a student loses his book, he may check out another copy with the understanding that he must pay for the lost book.

3. Use of Teacher Aides

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

4. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide, should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be

used only for school purposes unless approved by the Administration. No school equipment may be directed to the personal use of a teacher or another District employee.

6. Requisition of Equipment and Supplies

Books and supplies that are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day and should timely respond to e-mails which require a response but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy and this handbook.

8. Teacher Mail Box

Each teacher will be assigned a mailbox located in the office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly.

9. Teachers Meetings

Teachers' meetings will be held on the Wednesday following a Board of Education Meeting at 7:30 AM on regular school days (2/12, 3/11, 4/15, 5/13) and at 7:40 on Teacher In-service days (9/11, 10/16, 11/13, 12/11, 1/15) unless notified otherwise. Breakfast will be served at 7:30 before the faculty meetings. All teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

11. Transportation

Transportation arrangements are to be made through the Superintendent. Students who ride a school-sponsored vehicle to an event are to return to the school in the same vehicle. Parents must personally notify the principal or sponsor if they want their child to go home from an event in any other manner.

12. Field Trips

All planned trips are to be coordinated initially with the principal. Do not make a commitment on dates or times until approval has been obtained from the principal. Field trips will be scheduled subject to the availability of bus drivers.

13. School Assemblies/Programs

All teachers are expected to attend and help supervise students during all school assemblies/programs.

Section 7: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. **Students should not be left unsupervised.** Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

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

2. Proper Instructions

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

3. Proper Maintenance of Buildings, Grounds, Vehicles and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs

may be undertaken.

- Check your communication device periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

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

Contact the Office for Assistance

- The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:
 - Student fight
 - Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- A report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- Presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

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

Student Rights

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

Section 8: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

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

1. On the first day of class make students aware of classroom expectations. Students will

accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student. Record these in PowerSchool.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The administrator will inform the teacher of the consequences.
6. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
7. Read and understand the student handbook and the student conduct rules of the District.
8. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
9. Violations of student rules that are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9: Dispensing Medication

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

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

Section 10: Reporting Child Abuse

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

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

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11: Business Procedures

Depositing Activity Money

All funds connected with the operation of school related activities should be deposited with the school bookkeeper on the day of collection. It is unwise for any teacher to assume the responsibility of funds overnight. Under no circumstances should funds be left in a classroom desk overnight, as you are responsible for any funds left in your possession. Any money that is to be receipted must first be counted by the organizational sponsor, a count slip filled out, and then turned into the bookkeeper. The bookkeeper will then recount and prepare a receipt and deposit slip.

Activity Expense Report

Whenever there are traveling activities, such as athletics, speech, music etc., it may be necessary to obtain funds before the travel occurs. When such an instance occurs, the sponsor must obtain the Order for Payment prior to the issuance of the necessary checks. An Order of Payment can be obtained from the Administrative offices.

Activity Accounts (Purchase)

- A. Purchases made locally and "picked up" require that the individual making the purchase

have permission from the Superintendent before purchase is made.

B. The following procedure will be used for purchases that require mailing or delivery.

1. Written request will be submitted to the Superintendent with all necessary information.
2. A purchase order form is completed by the bookkeeper.
3. The order is mailed to the vendor along with the necessary information.
4. A copy of the order is kept on file with the bookkeeper.

*The individual purchasing the item can be held responsible for payment if he/she doesn't have such permission. Pick up a sales slip and turn it into the bookkeeper.

Disbursements from Activity Accounts

Disbursements from an activity account are made by check from the bookkeeper upon receipt of an "order of payment" form initialed by the sponsor of that activity.

All money raised from a school sponsored fund drive is to be deposited in the activity account of the sponsoring organization.

All fund-raising drives by a student organization must be approved by the administration and must be placed on the school calendar.

Purchases Through the School for Personal Use

See Mr. Davis for the standing procedure.

Purchases from the General Budget

No materials or equipment may be purchased at any time for the school by personnel without authorization from the Superintendent. All materials and equipment must be ordered on a school purchase order form unless otherwise authorized.

Upon receipt of an invoice the school bookkeeper clears through the principal or teacher that the material has arrived in good condition and payment can be made.

The items that you request may not be approved because of lack of funds. Should this occur, make a list of these materials for inclusion in next year's budget.

Article 5 –PERSONAL AND PROFESSIONAL CONDUCT

Section 1: Ethics Standards

The Alma Public School expects its teachers to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards that certificated employees are expected to adhere to include those set forth below. Reference to "educator" shall include all certificated employees of the District.

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee: Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificates enabling a person to engage in any of the activities for which a special services certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- I. Shall report to the Superintendent any known violation of paragraphs B, E, or G above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.

- D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 2: Evaluations

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

Section 3: Role Model

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

Section 4: Relationships

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

Section 5: Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming are one of the means of projecting a professional image.

Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. Yoga pants and/or leggings are prohibited unless worn with a skirt/dress or with a shirt/sweater that extends to the mid-thigh. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6: Private Tutoring

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

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

Section 7: Outside Employment

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

Article 6 – ACADEMIC MATTERS

Section 1: Purpose and Goals of Academic Achievement

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

Section 2: Teaching to Student Understanding to Assure Learning

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

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

Section 3: Instruction in the Curriculum

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

Section 4: Measuring and Reporting Academic Achievement

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

PowerTeacher Grade Book / PowerSchool

Power Teacher, the grade book in PowerSchool is to be kept accurately and up-to-date by all teachers. In addition, each teacher should keep a hard copy of his or her grade book until they are completely comfortable with the PowerTeacher Grade program. Class lists will be available by accessing PowerSchool.

There are a variety of methods in which the PowerTeacher Grade book may be kept. Regardless of the method used the following information should be provided.

1. Grades should be recorded so that, in case of emergency, someone beside you could interpret the system.
2. An explanation of the grading procedure to be used to compute quarterly and semester grades should be given to each student. A copy of this procedure will be submitted to the principal.
3. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records and record grades, on a regular basis to PowerTeacher Grade Book. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. The building principal must approve any deviation from the approved grade scales.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student

progress in is as follows:

A-93 to 100% B-85 to 92% C-77 to 84% D-70 to 76% F-Below 70

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

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.
5. There shall be no grades that exceed 100% on the final semester grade.

Report Cards

Report cards are designed primarily to help pupils achieve the educational goals of the school system, and secondly to help parents understand the progress their child is making toward achieving the goals and objectives of their assigned courses. Permanent records must have a percentage grade. Please use percentage averages on semester grades.

No report card can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters to the home, and telephone conversations to the home should be made to supplement the report card. Whenever a teacher makes special contacts with a student's parents, a notation of this contact should be submitted in writing to the counselor for the cumulative folder.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference, which includes the teacher(s) involved, and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference. Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. A student, who is excessively absent from a class for any particular reason, will lose credit for that class as outlined in the student handbook.

Transfer Grades. A student transferring into Alma Public School at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. The Principal must approve grades for credit.

Reports to Parents / Individual Progress Reports

The progress reports will be created using Power School every Monday morning or the first day of the week by the end of the first period. Eligibility will be based on the previous week's performance. Teachers who want to report a near failing student should turn in a report to the high school office by the end of the first period. The weekly failing list will be sent to parents every Monday. Those students who are not passing five (5) or more subjects will be ineligible for any activity running until the next failing list is compiled.

Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents. The report for unsatisfactory or near failing work will need to be completed by each teacher and turned in to the office. Do not hesitate to notify parents whenever an unsatisfactory trend develops. Students learn and perform best when they receive feedback that is honest and clear. The grade should not be a payoff or special award. It should reflect the student's productivity on examinations, discussion, written work, special projects, extra creative efforts, etc. Students can demonstrate how well they have learned in a variety of situations, and the grade should be an evaluation of those situations. The student should clearly understand why he received the grade. The final grade should not be a surprise, a revelation, or a mystery. If evaluation has been a continuous process, the grade merely sums up or formalizes the student's productivity.

Commendation Contacts

As a further attempt to improve relations between the school and home, the Alma teachers are asked to make contact with parents of students who are doing exceptionally well in school. Too many times parents are contacted only when there is something negative to report. If five people on our staff would make only three contacts per week, it would mean fifteen positive contacts per week that would have tremendous impact on the image of our school and staff.

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

Semester Tests

Each teacher for the purpose of determining semester grades must give semester tests. A schedule will be constructed so that all teachers are not testing on the same day. Semester test grades shall a 10% of a students' grade. Students who qualify for the High School Bonus Days will be exempt from taking the semester tests.

Make-up Work and Examinations

Whenever a student is absent from school and has missed an examination or an assignment, it is the teacher's responsibility to see that the student is made aware of the deficiency immediately upon his return to school. Be definite about the time limits that you can allow for make-up work.

Do not fail to notify the counselor and the home, when a student is obviously not trying to make up the work. It is also important to notify both the counselor and the home as early as possible so that there is time to help the student. If there are extenuating circumstances, please ask for help.

Late Make-up Work and Examinations

Each teacher should have a policy for late and or makeup work but students who are absent, will be given a minimum of one day for each day they miss to make-up work and examinations without any penalty. This policy should be discussed with the administration.

In-School / Out-of-School Suspension Make-up Work and Examinations

Any student given an In-School Suspension will be allowed to hand in homework as if he/she were attending regular class with no deduction from the grade they earn. The student will have the same requirements in regard to handing in their homework as those students in the regular classroom. It is the responsibility of the suspended student to hand in all the necessary homework to the respective teachers on time. If any homework is handed in late, the Late Make-up Work Policy will be enforced.

Any student given an Out-of-School Suspension will be allowed to hand in homework. It is the responsibility of the suspended student to hand in all the necessary homework to the respective teachers on time as per-instruction. If any homework is handed in late, the Late Make-up Work Policy will be enforced.

Section 5: Parent-Teacher Conferences

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

Fall Parent Teacher Conference: Thursday **September 19, 2019** – There will be a 1:00 dismissal with conferences running from 2:30 to 7:30 PM. We will run the 1:00 schedule.

Spring Parent Teacher Conference: **February 13, 2020** – There will be a 1:00 dismissal with conferences running from 2:30 to 7:30 PM. We will run the 1:00 schedule.

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

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug-Free Workplace

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

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the

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

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

Section 2: Smoke and Tobacco-Free Workplace

The use of tobacco products, tobacco products look-a-like, e-cigarettes or other vapor products in the District's buildings and on school grounds, all owned or leased facilities and vehicles are prohibited.

Section 3: Weapon-Free Workplace

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

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

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2-1/2 inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or Taser; and
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than are typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other objects that is designed for or intended for use as a destructive or injurious device.
11. The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4: Use of District Computer Network and Internet

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

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

1. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Employees are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.
4. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.

6. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Employees will not attempt to login to the system as a system administrator.
8. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
9. Employees will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Employees will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another employee, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The employee is solely responsible for any such charges. The employee's acceptance of an email account is an acceptance of the employee's agreement to indemnify the District for any expenses, including legal fees, arising out of the employee's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect an employee's computer and computer usage at any time. Employees have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes:
 - (a) Who has successfully completed district training by the on proper disabling circumstances and procedures,
 - (b) With permission of the immediate supervisor of the staff member requesting said disabling, or
 - (c) With the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes

provided the minor is monitored directly by an authorized staff member.

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

Section 5: Use of School Facilities

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

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

Section 6: Care of School Property

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

Section 7: Use of Telephone/Cell Phone

The school telephone is for school business. Personal telephone calls shall not be made during duty time except in the event of an emergency. An attempt will be made in such a case for a "call back" between periods or during planning time. Do not allow students to use the phones in your classroom, they are to use the phones in the office.

Cell phone calls and cell phone texting should be used for emergencies or when you are on break. You should never be on your cell phone talking, texting, or on Facebook, Snapchat, or other social networks when students are in the classroom and/or under your supervision.

Section 8: Visitors

Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 9: Salespersons

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

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

Section 10: Security of Desks and Lockers

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

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

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

Section 11: Video/Audio Surveillance

The Board of Education has the authority to authorize the use of video/audio cameras on School District property and school vehicles to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video/audio cameras in locations as deemed appropriate. Notice is hereby given that video/audio surveillance may occur on District property. In the event a video/audio surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video/audio surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Section 12: Daily Announcements and Bulletins

Daily Announcements

Announcements will be on listed on PowerSchool. Teachers who want an announcement on PowerSchool should email high school principal and/or secretary by 8:10 AM. Announcements should be clear and easily understood. These announcements will be approved by the principal placed on PowerSchool. Bulletin boards and display cases are available for school-related and

approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13: Copyright and Fair Use Policy

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

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

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

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

Section 14: Lost and Found

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

Section 15: Safety

Safety Program and Safety Committee

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

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or

report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices

Guidelines for safe work practices that employees should follow include the following:

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

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

Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and auto insurance. Employees 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. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

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

Workers Compensation

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

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

Alma Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights 8930 Ward Parkway Suite 2037 Kansas City, MO 64114 816-268-0550 FAX: 816-823-1404; TDD: 800-437-0833	The U.S. Equal Employment Opportunity Commission 1801 L Street, N.W. Washington, D.C. 20507 800) 669-4000; TDD: (800) 669-6820
---	---

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

Section 2: Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Alma Public Schools, 515 Jewell Street – PO Box 170, Alma, NE 68920, 308-928-2131.

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

Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
---	----------------------------	----------------

Section 3: Anti-discrimination & Harassment Policy

Elimination of Discrimination

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

Preventing Harassment and Discrimination

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

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive

comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

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

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

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

Section 4: Grievance Procedure for Persons with a Disability

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

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent

to the Complainant to accept or reject the Coordinator's proposed resolution and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6: Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7: Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of

Education or a third party (a group or person other than the District)-give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;

2. Student surveys which involve “sensitive” matters-make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials-permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
5. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information-the District policy is to not gather such information for such purposes.

Section 9: Parental Involvement

General - Parental/Community Involvement in Schools

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

1. Provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. Make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. Permit parents access to their child’s records according to law and school policy;
4. Encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance is educationally appropriate and not disruptive to the educational program;
5. Assure that testing occurs to assure proper measurement of each child’s educational

- progress and achievement;
6. Permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
 7. Notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
 8. Encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

In addition, it is the policy of Alma Public Schools Title I program that: 1). All students receiving services in Title I will be held to the same standards and expectations as all other students. 2). All students receiving services in Title I will be assessed with the regular population without accommodations.

Section 10: Homeless Students

The District shall ensure that homeless students not be stigmatized or segregated on the basis of their status as homeless and shall have equal access to the same free, appropriate public education. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11: Breakfast and Lunch Programs

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

Section 12: Confidentiality of Protected Health Information

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

ACTIVITY SPONSOR ASSIGNMENTS

A CLUB	Head Coaches
ACADEMIC QUIZ BOWL.....	Mel Fischer, Karen Olson
ANNUAL	Dawn Schemper, Courtney Stottler
CHEERLEADERS.....	Marty Wolfe
ELEMENTARY VOCAL MUSIC	Michelle Fritz
INSTRUMENTAL & VOCAL MUSIC	Dale Ritter
NATIONAL HONOR SOCIETY	Mary Schluntz
SPEECH.....	Courtney Stottler
PLAY PRODUCTION	Michelle Fritz
STUDENT COUNCIL & NEWSLETTER.....	Julie Dietz
FUTURE FARMERS OF AMERICA.....	Ben Robison

COACHING ASSIGNMENTS

ACTIVITIES DIRECTOR.....	Isaac Frecks
FOOTBALL	Brendan Johnsen/Chris Mahalek /Alex Schoneman/Joe Boehler
CROSS COUNTRY.....	Deb Smolik/Brittany Nurnburg
VOLLEYBALL	Jodie Schuller/Jenna Christensen/Ashley Nelson
BOYS BASKETBALL	Mike Bantam/TBD
GIRLS BASKETBALL	Amanda Siebels/ Brendan Johnson
WRESTLING	Jesus Felix/Josh Erickson/Ben Ellis
BOYS & GIRLS TRACK	Isaac Frecks/Brittney Biskup/Alex Schoneman
BOYS GOLF	Mike Brummer/Brendan Johnsen

CLASS SPONSORS

SENIOR CLASS	Brittney Biskup
JUNIOR CLASS	Kim Ritter/Dale Ritter
SOPHOMORE CLASS	Shannon Helms
FRESHMAN CLASS	Dale Ritter
EIGHTH GRADE	Brendan Johnsen
SEVENTH GRADE	Alex Schoneman

JUNIOR HIGH COACHING ASSIGNMENTS

BOYS FOOTBALL/WRESTLING/ BASKETBALL/BOYS & GIRLS TRACK.....	Brendan Johnsen/Jesus Felix/Ben Ellis/Alex Schoneman/Jodie Schuller
GIRLS VOLLEYBALL/BASKETBALL.....	Jodie Schuller/Alex Schoneman/Brendan Johnsen

APPENDIX A
Notice of COBRA Continuation Coverage Rights
**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under Alma Public Schools health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is the Superintendent. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.
3. If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:
 1. Your spouse dies;
 2. Your spouse’s hours of employment are reduced;
 3. Your spouse’s employment ends for any reason other than his or her gross misconduct;
 4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
 5. You become divorced or legally separated from your spouse.
 6. Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:
 1. The parent-employee dies;
 2. The parent-employee’s hours of employment are reduced;
 3. The parent-employee’s employment ends for any reason other than his or her gross misconduct;
 4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
 5. The parents become divorced or legally separated; or
 6. The child stops being eligible for coverage under the plan as a “dependent child.”

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee’s spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or

reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event. COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

FERPA RIGHTS

Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over 18 years of age ("eligible students) certain rights with respect to the student's educational records. They are:

- 1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instruction, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary) or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, S. W.
Washington, D.C. 20202-4605**

The Family Educational Rights and Privacy Act allow the release of certain directory information to those who request it. Directory information includes the following information relating to a student: The students' name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent

previous educational agency or institution attended by the student, and other similar information.

Parents/guardians, or students over the age 18, have the right to refuse to permit the designation of any or all categories of directory information be released if Alma Public Schools is notified in writing by September 3, 2019 that such personally identifiable information is not to be designated as directory information with respect to that student.

In addition, unless otherwise notified in writing by a parent and/or guardian by September 1, 2019 Alma Public School District is authorized to display the product of the student's school-related academic, athletic, musical and/or work product as outlined in the Parental authorization and release Form to Display Student Work. Consent and agree that the student being photographed, video/audio taped, audio taped, or recorded by any other means while participating in Alma school activities and contests, waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS PART OF ANY OF THE SCHOOL'S ACTIVITIES

It shall be the policy of the School District in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion or referral to appropriate authorities for criminal prosecution.

ALMA PUBLIC SCHOOLS
2018-2019
NEGOTIATIONS AGREEMENT

NEGOTIATED AGREEMENT FOR THE 2019-2020 SCHOOL TERM

1. The base salary shall be **\$34,900.00** for the 2019-2020. Health Insurance deductible will be \$900/\$35000 during the 2019-20 school year.
2. **Salary Schedule – 4 x 4.5 (changed from a 4x4.25 on 9/1/17)** with eight columns and 18 steps: BA (Step 1-6), BA+9 (Step 1-8), BA+18 (Step 1-9), BA+27 (Step 1-11), BA+36 (Step 1-12), MA (Step 1-14), MA+9 (Step 1-16) and MA+18 (Step 1-18).
3. The school district shall pay yearly health insurance premium as determined by Blue Cross Blue Shield. Each employee is placed in one of the tiers as determined by Blue Cross and Blue Shield. The school district shall pay single dental and family for married faculty members when both members are certified employees of the district. Teacher (member) must participate in the school sponsored plan to receive this benefit and no remuneration will be made due to tier changes.
4. Unless mentioned in this document, all other benefits previously negotiated remain unchanged.

ARTICLE XIV - DURATION OF AGREEMENT

This contract shall be effective for one year beginning with the 2019-2020 school year and shall continue in effect until the end of the 2019-2020 school year. If a new and substitute contract has not been duly entered into prior to the end of the 2019-2020 school year, the terms of this contract shall continue in full force and effect until such substitute contract is adopted, which shall then be fully retroactive to the beginning of the 2019-2020 school year.

NEGOTIATED AGREEMENT

A. Salary schedule and Extra-Duty pay

1. A MA column was incorporated into the salary schedule. (1988)
 - a. A MA+18 column was incorporated into the salary schedule. (2003)
 - b. An additional 2 steps (Steps 17 & 18) were added to the MA+18 column. (2011)
2. Those teachers not enrolled in an approved Masters Degree Program must seek prior approval of the Superintendent and/or the Board of Education for all graduate hours in their major teaching area and/or endorsed area.
3. In order to advance on the salary schedule, endorsements must first be earned in the major teaching area. All such work will be considered as advancement. As endorsements are reached in teaching areas, additional college work may be earned to allow free movement across the schedule.
4. Whenever possible the administration will assign activity sponsors at the time contracts are issued. An FFA sponsorship (7-9%) and a Science Olympiad sponsorship (2% - to be split between the head sponsor and an assistant if needed) were added to the extra duty schedule. (2012).

Beginning with the 2017-2018 school year the Speech/Drama sponsor will be separated into three (3) separate sponsors by adding a Speech sponsor (6-7%), a One-Act sponsor (3%), and an All-School Play/Musical sponsor (3%). Also added will be an Assistant One-Act sponsor (1.5%) and an Assistant All-School Play/Musical Sponsor (1.5%). Extra-duty pay will also be added for School Improvement Committee Chairman (3%) and committee members (5-8 members) who actively participate in the preparation of the SIP (.5%).

5. Beginning teachers will begin on Step 1 of the schedule. Unlimited years of credit for previous teaching experience may be allowed.
6. Any change of status on the salary schedule must be filed by the employee in the Office of the Superintendent before September 1 of the present year and will be used in the computation of the salary of said employee for the ensuing year.
7. **Extended Contract:** Pay for extended contracts beyond the number of contract days of the salary schedule established by the Board of Education shall be calculated by the following formula: Index Salary / # of Contract Days = Pay Per Day x Number of Additional Days = Extended Contract Pay + Index Salary = Total Pay. **Example:** The total salary for a teacher with a two (2) week extended contract on a 184-day contract (days established by the BOE) $\$61,456$ (salary index pay) / 184 days (contract days) = $\$334$ (contract pay per day) x 10 additional days = $\$3340$ (extended contract pay) + $\$61,456$ (Index Salary) = $\$64,796$.
8. Questions over interpretation of schedule will be resolved by the Superintendent and Board of Education, whose decision will be final.
9. The salary schedule shall not be construed as being contractual and no teacher employed by the district shall have claims, demands or course of action of reason of the provisions. Furthermore, the Board reserves the right to make necessary adjustments in order to meet emergencies that may arise in hiring teachers.

FRINGE BENEFITS

1. Health Insurance (9-1-83) benefits to be paid by the school district.
 - A. Each single teacher shall be granted single health insurance.
 - B. Faculty members who are married or have children will be placed in one of the tiers, determined by Blue Cross and Blue Shield.
2. The Alma School District will pay health benefit premiums equal to 1.0 FTE for each certified staff member.
 - A. Each certified staff member shall be granted LTD Insurance with benefits beginning after the length of sick leave the covered person has accrued.
(Cost of this benefit to be determined at annual policy renewal.)

LEAVES

Sick Leave

Teachers shall be granted 10 days of sick leave annually, accumulative to 55 days (changed from 45 days to 55 days with the elimination of the Sick Leave Bank – 9/1/16). Sick days may be used for personal emergency other than personal illness. Personal emergency shall include illness, hospitalization, or death in the immediate family. Immediate family shall be defined as: grandparent, grandchild, mother, father, sister, brother, spouse, children, and spouse’s immediate family. In certain circumstances, with prior approval by the principal or superintendent, sick leave may be used to attend the funeral of those not listed above.

Teachers who have accumulated 55 days of sick leave shall be paid \$10.00 per day for all unused leave, over 55 days (max of 10 days), at the end of the contract year in which they are accumulated. Such pay shall be included in the July pay period.

Personal Leave: Teachers may use three days per year for personal leave at their discretion. After a teacher has taught in the system for three years they may carry over 2 days of personal leave to the next year, never to accumulate more than 5 personal days in any given year. (9/1/16)

Provided that:

- A. Teachers shall give advance notice of at least one week and all preparation will be turned in to the administration office prior to leaving.
- B. No more than three teachers may take such leave on any one-day.

Professional Leave

Professional leave requests shall be made at least three days in advance and submitted to the Principal. The administration shall allow or disallow such leave based on the individual merits of each request.

Attendance at one day of state competition by all coaches and sponsors in the sport or activity, in which they are involved, shall be granted as professional leave.

OTHER BENEFITS

- 1. Certified staff members shall receive a \$10,000 life policy to be paid by the district. (9-1-83)
(Cost of the benefit to be determined at policy renewal.)
- 2. Faculty members acting in an official capacity as timekeeper or scorekeeper shall be paid \$10.00 per night. A faculty member acting as an official shall be paid \$20.00 per night.

Ticket sellers shall be reimbursed at a rate of \$10.00 per night after serving in this capacity for one evening.

- 3. Teachers serving on noon duty shall be awarded free lunches.
- 4. Free activity tickets shall be given to all children of faculty.
- 5. Certified staff covering other certified staff classes, during their planning period, shall receive \$10.00 per class as compensation. A certified elementary staff covering other certified staff classes during a time that would generally be consider planning time shall receive \$5.00 for a class that last 25 minutes or \$10.00 if the class last 50 minutes.
- 6. **Jury Duty:** Teachers/administrators called into jury duty shall be paid their regular salary in addition to any pay they receive for serving on a jury and shall not be subject to any loss of pay, nor loss of any other accumulated days of leave as a result of their absence from employment due to such jury duty. Prior administrative notification is required for coordination of substitutes. (9-1-16)

Approved January 8, 2019

ALMA BOARD OF EDUCATION

ALMA TEACHER’S ASSOCIATION

By _____

By _____



ALMA PUBLIC SCHOOLS

515 JEWELL STREET
P O BOX 170
ALMA, NE 68920
Telephone 308-928-2131
Fax 308-928-2763



JON DAVIS, SUPERINTENDENT
STEPHANIE BRANDYBERRY, PRINCIPAL

BRITNEY BISKUP, GUIDANCE COUNSELOR
DIANNA MELTON, BOARD SECRETARY

RECEIPT OF 2019-2020 CERTIFIED EMPLOYEE HANDBOOK OF Alma Public Schools

This signed receipt acknowledges receipt of the 2019-2020 Certified Employee Handbook of Alma Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District’s anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. Failure to sign and return this acknowledgement that you have read the Certified Employee Handbook by the required date may result in disciplinary action of the employee.

Date: _____

Employee’s Signature

Return by August 13, 2019 to: The Office