

COZAD COMMUNITY SCHOOLS DISTRICT HANDBOOK

2019-2020

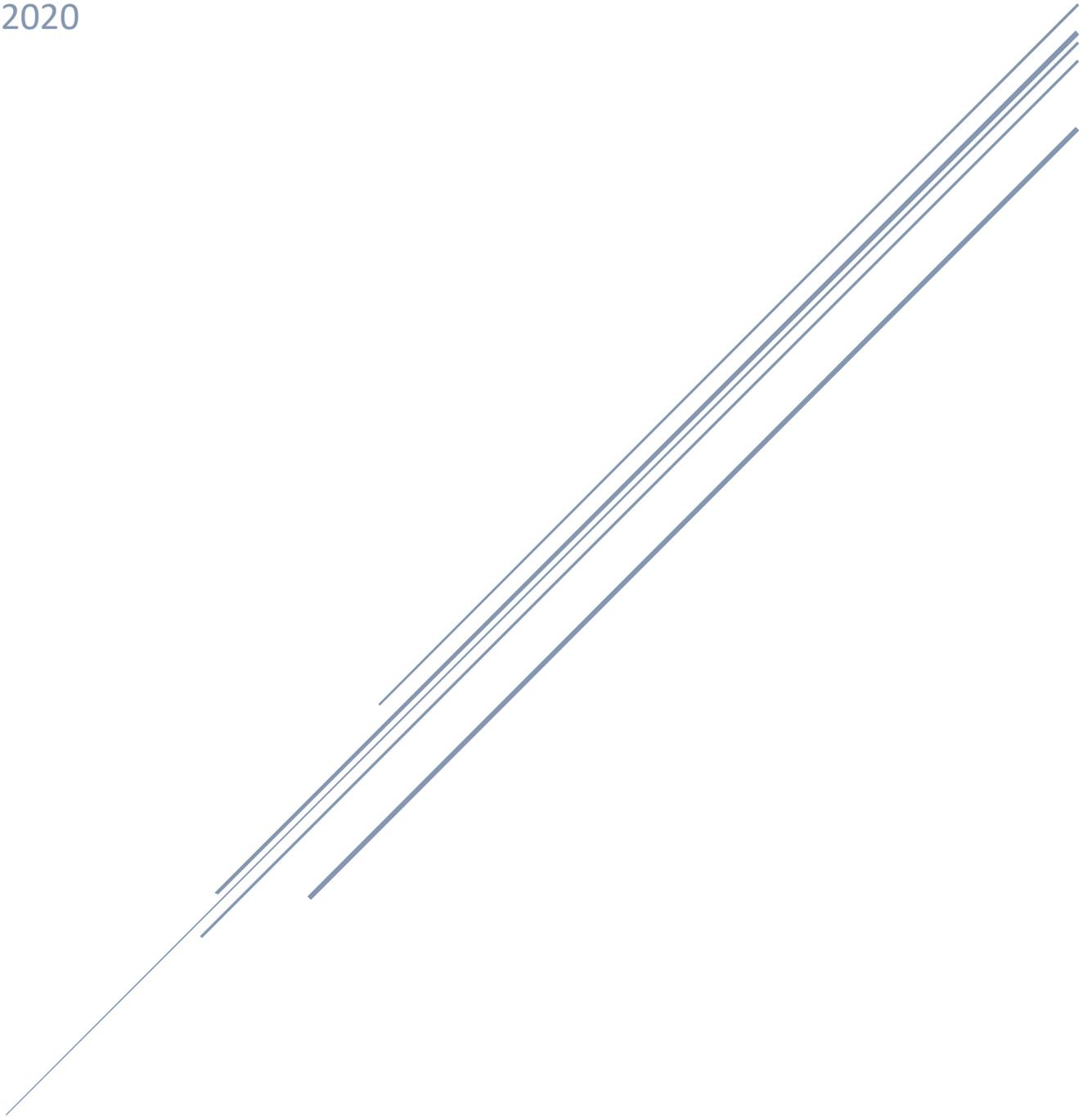


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Foreword

Section 1: Intent of Handbook

This handbook is intended to be used by teachers and other certificated and classified staff to provide general information about 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 Cozad Board of Education and Cozad 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: Cozad Community Schools Update

Accreditation

All schools in the Cozad School District have been accredited through the AdvanceEd Accreditation Process in the fall of 2015. The Cozad school system is currently involved in a school improvement process.

Curriculum

The Cozad Community Schools has adopted a comprehensive curriculum review process. The focus of this process is to identify what students should know or be able to do at various stages of their educational career. Interested persons should contact the Superintendent at the District Office.

Section 3: School Vision, Mission & Values

Vision

Learning for All.... Learning for Life

Mission

The mission of Cozad Community Schools is to focus on quality teaching and learning for all students by preparing them to be responsible citizens

Values

Respect - Trust, appreciate, celebrate, value, act with urgency

Integrity - Do the right thing, deliver highest quality instruction and practice full accountability

Teamwork - Teamwork at all levels districtwide, recognize and celebrate, have fun and enjoy

Innovation - Positive attitude, open to new ideas,

Courage - Embrace change and take calculated risk, encourage others, communicate directly with respect

Section 4: Members of the Board of Education and Administration

Board of Education

Michele Starman, President

Joel Carlson, Vice President

Ann Burkholder, Secretary

Judy Eggleston, Member

Kiley Goff, Member

John Peden, Member

Administration

Ron Wymore, Superintendent

William Beckenhauer, High School Principal

Jeremy Yilk, Assistant High School Principal, Activities Director

Brian Regelin, Middle School Principal

Dale Henderson, Elementary School Principal

James Ford, Cozad Early Education Center Principal, Special Education Director

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

A master school activities calendar will be kept in the activity director's office listing the dates of all school events. All scheduling shall be presented to and approved by the principal and activities director. See activities handbook guidelines and/or Board Policy: 6500 School activities, practices, rehearsals, etc. shall not be scheduled for Wednesday evenings or Sundays.

Section 2: Daily Schedules

See Building Level Handbook

Section 3: Shortened Schedules

See Building Level Handbook

Section 4: Severe Weather and School Cancellations

Decision to Close Schools

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. A decision to close school is made when forecasts by the weather service and school officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. The district's messaging system, Apptegy, will also be activated. Staff should have the most update contact information in Power School. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts

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

Parental Decisions

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

Crisis Manual / Emergency Conditions

The Crisis Manual must be posted near the door of each classroom.

Cozad Community Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not**

permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, the district will implement the school's established safety procedures.

Section 5: Emergency Procedures

Emergency Authority, Policy 2126

The Superintendent shall perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the board.

Safety and Fire Drills, Policy 2130

The Superintendent shall require the principals to instruct and train the pupils by means of fire drills, school bus safety, and safety in general in and about the various buildings and grounds of the district. Fire drills will be held twice in September and once a month during the school year.

Administrative Procedure

These procedures are to be put in place at the direction of the building administrator or his/her designee. District wide procedures will be directed by the Superintendent or in his absence the high school principal or his/her designee. **A fire drill procedure and evacuation map shall be placed in each classroom.**

Tornado Procedures

The building administrators shall give procedures for reaction to a tornado to staff at the beginning of the school year. Procedures for tornadoes shall be practiced at the start of the school year. A mock tornado drill will be held district wide in March as part of Severe Weather Awareness Week. A tornado procedure and evacuation map should be placed in each classroom.

Tornado Watch

Police dispatcher may notify the school that we are in a tornado watch or through television and radio broadcasts. Once determined, the Superintendent or principal will monitor broadcasts.

Tornado Warning

A warning procedure will go into effect if; 1) A tornado is spotted. 2) A tornado warning is given by the national weather service via weather channel or television. 3) Sirens sounding or notification by police dispatcher. The District Office will alert the buildings but the building principals may put tornado procedures into effect at their own discretion.

All Clear Procedures

The police department will not give the all clear. The building principal or his designee will make the decision. This decision may be based upon radio reports that the warning is no longer in effect or notification from the Superintendent's office when indications from television or radio broadcasts are such that tornado activity in the area is unlikely.

Bomb Threat Procedures

Refer to the safety/crisis manual.

CODE RED

Refer to the safety/crisis manual.

Crisis Scenarios

Refer to the safety/crisis manual.

Armed individual comes into the classroom.

Refer to the safety/crisis manual.

Crisis Team Involvement

Immediately following any incident of major proportion a decision will be made whether to call a crisis team meeting to formulate plans and review the appropriateness of the procedures. See crisis plan handbook.

The Superintendent will make comments to media concerning any of the identified situations.

Spotting Troubled Students

Students who exhibit threatening or moody behavior should be reported to the counselor or the principal. Any threats made by a student toward the school or a staff member or another student should be reported in the student incident report.

Section 6: Routine Building Security Procedures

Securing Exterior Doors

Each principal will establish a written security plan for maintaining individual building site security. **All exterior doors remain locked except for the main entrances of all building sites.** Those written security measures will be disseminated to appropriate personnel for implementation.

All advisors, coaches and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the use areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building site.

No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

Parents, Vendors, and other Visitors to Building Sites

Visitors are required to report directly to the building administrative office to check in.

Student visitors from other schools, family members, or other student guests must report immediately to the office, check in, and receive a pass from the office staff, identifying the individual as a visitor. Upon completing the school visit, the individual must report to the office and return the visitor pass prior to leaving the building.

Substitute teachers, student teachers, and guest speakers must check in to the administrative offices and be identified to staff. Parents must also check in at the office prior to visiting with a teacher or visiting a classroom. Visitor passes will be issued by the office while visiting the school site.

Each building site will install necessary signs to assure visitors ready access to locations within each of the buildings.

Section 7: Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Any regularly scheduled school

days missed because of inclement weather, etc. will be reviewed for possible make-up by the board at the next regularly scheduled board meeting.

Article 2 – Employment, Compensation, & Benefits

Section 1: Contract Days

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

Section 2: Contract Release, Policy 4056

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Section 3: Employment

A teacher is employed by Cozad Community 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.

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 April 15 as per Policy 4056.

Section 4: Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent 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 5: 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 6: Grievances & Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy 4013.

Section 7: 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 District Office with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before October 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 installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. 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 8: Extended Duty Pay

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

Section 9: 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 during in-service days 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 found in Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provide 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. Notices of Health Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with HIPAA.

Section 10: Payroll & 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 11: 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. 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. **Staff are to use school provided vehicles for transportation needs unless receiving permission to use own vehicle. No reimbursement for expenses will be provided if permission not obtained.**

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. **If no receipts or appropriate documentation are provided there will be no reimbursement.** Breakfast \$6; Lunch \$7; Supper \$12. Amounts not applicable if hotel provides breakfasts or meals come with meeting/conference. Receipts are to be submitted for expenses.

Section 12: 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under 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 13: Moving on the Salary Schedule, Policy 4029 & as per Negotiated Agreement

Any teacher going to school and moving across on the salary schedule will be allowed to move according to their educational graduate hours as allowed in the nine-hour increment schedule. However, only one step vertically will be allowed regardless of the number of years of experience accumulated. In addition, to receive consideration for movement on the salary schedule for the current school year, all official transcripts of the hours earned must be on file in the Superintendent's Office by October 1. No adjustments will be made to an individual's salary until the transcript is actually received. Transcripts received after October 1 will not be considered for movement until the next school year. Retroactive pay will not be made in a lump sum. It will be divided equally over the remaining pay periods.

Section 14: Insurance

For the convenience of certified personnel employed in the Cozad Community Schools, an Educator's Health Alliance Insurance group policy is maintained. (See Negotiated Agreement) Questions regarding any fringe benefits should be directed to the business manager or the Office of the Superintendent.

Section 15: 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.

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

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

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

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.

Section 16: Personnel Reduction, Policy 4037

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is

necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. Definition of Reduction in Force. A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number of percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.

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

3. Criteria for Reduction in Force. The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.

- a. Programs to be offered;
- b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate;
- c. State and federal laws or regulations that may mandate certain employment practices;
- d. Involvement in the programs and activities sponsored by the school district;
- e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
- f. The organizational and educational effect caused by multiple part-time certificated employees; g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. Consideration of Uninterrupted Service. If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.

- a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
- b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
- c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
- d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. Rights of Recall.

- a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.
- b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
- c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.
- d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. Current Teaching Certificate.

- a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
- b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. Address Records.

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Section 17: Professional Growth, Policy 4032

Every six years permanent certificated employees shall give evidence of Professional Growth as approved by the Cozad Board of Education in order to remain eligible for continued employment. College credit, professional publications, workshops, or other educational activity as approved by the board of education may be accepted as evidence of "Professional Growth". Professional Growth Period—a six year period of time, beginning on September 1, 1982, or first year of employment after that date and ending August 31, six years later. The beginning of the seventh year starts the second six-year period. Professional Growth Points—all permanently certificated staff must earn a total of 24 Professional Growth Points during each Professional Growth Period. Each activity of Professional Growth has its own criteria for acceptance and evaluation. Six hours of college credit meet this requirement. It is the permanently certificated staff's responsibility to show that the activity did actually contribute to their professional development and to their increased effectiveness in the capacity in which they are employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, presentations, etc. Procedure for applying for Growth Credit—Application for credit for Professional Growth shall be made on forms prescribed by the Professional Growth Committee. A separate application will be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. After the educational growth activity has been completed, an application which includes evidence of completion of the work shall be given to the Professional Growth Committee. Applications will only be considered for the current school year. For professional growth point purposes, the "school year" runs from September 1st-August 31st. Any activities completed during the summer or month of August must be turned in by September 15th.

Applications received after September 15th for the previous school year will not be approved. After the committee has acted on the application, the applicant shall be notified of the decision of the committee. A copy will then be forwarded to the superintendent's office, where it will be kept on file for future reference. No applications will be considered for less than one growth point. Forms for application will be available in all offices of the school's administrators. A Professional Growth Committee will be appointed by the superintendent. Classifications of activities-listed below are the activities for which growth points may be required. The maximum number of points for each activity is also shown. Points earned during one growth period may not be carried over into the succeeding growth period. An applicant for the Professional Growth Points may appeal the decision of the Professional Growth Committee to the superintendent of schools.

Activity	Max Points Per Year	Max Points Per Period	Notes
College Class	24	24	1 semester hour= 4 points
Conference, Convention or Workshop	8	20	1 point per half day
Coaching Clinic	1	6	1 point per day
Professional Presentation	2	12	2 points per presentation
District Committee	6	12	3 points per year per committee <i>Includes: CICC, Cozad Cares, Kick-off, Maker Fair, MTSS, Reading Mastery, School Improvement, Steering, Stem</i>
In-School District Focus Activity	1	6	4 one-hour sessions= 1 point <i>Includes: Blended Learning, Google Certification, technology trainings, Marzano training, medical trainings (CPR, Asthma, Stop the Bleed, etc.)</i>
School Visitations	2	4	Other than CCS- 1 point per day
Serving as a Cooperating Educator or New Teacher Mentor	8	16	8 week supervision= 4 points 16 week supervision= 8 points Mentoring= 4 points per year

***Applications will only be considered for the current school year & documentation of the activity must be provided. Please see the application form for more details.**

Article 3 – Absences from Work

Section 1: Paid Leave

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) 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 building principal or secretary before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made by the building secretary 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 possible.

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

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: Sick Leave

Refer to Negotiated Agreement.

Section 3: Bereavement Leave

Refer to Negotiated Agreement.

Section 4: Personal Leave

Refer to Negotiated Agreement.

Section 5: Professional Leave

Refer to Negotiated Agreement.

Section 6: Absences / Unpaid Leave Requests

Refer to Negotiated Agreement.

Section 7: Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary 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 = 1/185 of total salary.

Section 8: Legal & Civil Duty Leave, Policy

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

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher 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 and the substitute will be dismissed.

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 teacher will be required to use available leave days.

Section 9: Family and Medical Leave, see Policy 4011

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

The "leave year" for purposes of the FMLA shall be the school district's fiscal year. Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent or the board of education. Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the board of education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the school board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition, or from a sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent of the board of education based upon the nature of the illness or other circumstances surrounding the leave. An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employee, be any administrative, teaching, or instruction related position for which the employee is qualified by reason or endorsement, college preparation or experience; in the case of coaching or other similar extracurricular duty assignments, and in the case of other employees or position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent of the Board of Education.

Section 10: Military Leave, see Policy 4011.1

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act(NFMLA). The terms used in Policy 4001.1 shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

Article 4 – Duties & Responsibilities

Section 1: Hour of Work & Meetings

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

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

Schools may have differing starting and ending times for the student day. Certificated employees assigned to a building are required to spend a minimum of seven hours and 45 minutes on site, including lunch & 30 minute break. Duty-free lunch time can be spent offsite. 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 seven hours and 45 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom 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, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2: Teachers, Time of Arrival and Departure of, Policy 4114

Teachers shall report for duty at 7:45 a.m. on all contractual days. All teachers shall remain on duty until 4:00 p.m. All requests must contain reasons for the deviations of this policy. The Principal has the right to approve or disapprove this request. **Occasionally, the Principal will call meetings that extend beyond these hours and the teacher will be at these meetings.** During the school day, teachers are to be in their assigned classroom before each period begins to assure that students are not unsupervised within the classroom.

Section 3: Leaving School

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

Teachers are to notify and get administrative approval if leaving the building during regular duty hours. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4: Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. The plans must be in the plan book (electronic or hardcopy). Lesson plan book, class record book, and seating chart should be kept available in the teacher's desk. Teachers should turn lesson plans for the coming week in to the principal's office by 8:00 a.m. of the first day of the school week. The principal should be notified if due to unusual circumstances the lesson plans are not completed.

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

Section 5: Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class using the power grade system. A complete accounting of all recorded grades for each student is to be kept. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). However, be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

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

Section 6: Classroom and School Procedures

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

Text Book and Room Inventory

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

Use of Cell Phones

Teachers and paraprofessionals shall not use personal cell phones for any non-school purpose during teacher duty time.

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. The teacher aides' main responsibility is working with students in carrying out instructional activities under the direction of the teacher. Paraprofessionals may also help to supervise students, copy tests and other written material, organizing class materials, and preparing and designing bulletin boards. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

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, or student aides. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee unless approval is granted by building administrator.

Requisition of Equipment and Supplies

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

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.

Teacher Mail Box

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

Teachers Meetings

Teachers' meetings will be called by the building or program administrator. **ALL** teachers are expected to be present for their particular meeting, unless they are absent from school for good cause or have made prior arrangements.

Section 7: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students.

Proper Supervision

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

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited at Cozad Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

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.

Proper Maintenance of Buildings, Grounds, and Equipment

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

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

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

All searches will be done by school administration.

Student Rights

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

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:

- 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.
- It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
- 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."
- If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
- Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator will inform the teacher of the consequences.
- Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
- 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.
- Read and understand the student handbook and the student conduct rules of the District.
- 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.
- Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9: School Nurse and Dispensing Medication

Cozad Community Schools employs a full time school nurse to cover all students in all buildings. She is responsible for appraising the health status of students, enforcing the rules of immunization, physicals and communicable disease of the State of Nebraska, and providing emergency service for injury or illness occurring in the school setting. Please notify the nurse if you have questions or concerns regarding your students.

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, see Policy 4054

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Section 11: Activity Accounts

Procedures: School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, secretaries, and in some cases, counselors. No students should ever have access to the vault or safe.

Efforts should be made to reduce the amount of money that is ever on hand at the school. The secretary in charge of activity funds should deposit money as often as necessary. During games and major fundraisers, money will not be left in the safe until the conclusion of the fundraiser.

All sponsors should turn money into the designated building secretary or principal. Do not keep money in the classroom. **All money turned in will be marked with clear indication of which organization or activity group should be credited.** Do not place the money on an unattended secretary's desk. Money may be withdrawn from a student account only by a class sponsor and principal. During fundraisers, checks are to be made out to the organization, not to the student. If the customer fails to fill in the organization's name, sponsors should fill the organization's name in when the checks are turned in. Sponsors should see that students indicate on the order form if items were purchased by check or by cash. A list of persons who have made purchases should be kept somewhere other than the vault.

Section 12: Agents, Policy 2226

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals shall meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Section 13: Athletic Contests and Activity Events

If you are unable to make your scheduled time, it is your responsibility to find a replacement and let the activities director know the change.

Section 14: Attendance at School Activities

All teachers are encouraged to attend school activities. Sponsors of productions should feel free to call upon other teachers to aid them as necessary. To be most successful, school presentations often require the cooperation of the entire faculty.

Section 15: Blood Borne Pathogens, Policy 4132

It shall be the policy of Dawson County School District 11 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing employee exposure to job related risks associated with blood borne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practice for purposes such as, but not limited to, identifying employees with occupational exposure risks from blood borne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate where possible, risks to employees from blood borne pathogens. "Employee" will mean an employee of Dawson County School District 11 or a student teacher assigned to and under the supervision of Dawson County School District 11.

Section 16: Books

Keep a good record of books issued to students. All books are to be numbered. These numbers can be kept in your grade book. Try to impress on your students the care of books. This should also apply to school property. Students who have lost or damaged books or school materials should be reported to the principal for assessment of fines.

Section 17: Budget

Teachers must be aware of their budget limitations. Current budget information is available in the office. Needs of the school year must be taken into consideration during preparation of the budget. **Teachers may not exceed their budget without permission of the Superintendent.**

Section 18: Bring Your Own Device (BYOD) Program

Prior to purchase, the staff member will gain approval from the technology director or building principal to ensure that the mobile or laptop computer will meet the minimum standards necessary to perform work duties as assigned by the district. Staff member will purchase an approved mobile or laptop computer at their personal expense. While Cozad Community Schools may offer advice in the purchase or assist in verification of educator status, the district will not assist materially and no school sales tax number or funds will be used to make the purchase. After purchase, staff member will provide a copy of the original receipt which will include the machine specifications, serial number, and final cost of the computer.

Upon the staff member meeting the first three conditions above, Cozad Community Schools will reimburse the staff member for the value of the purchase, up to but not to exceed \$1500, in 36 equal installments to be included in the staff member's monthly payroll check. Reimbursements will begin for the salary year with the September paycheck or the first pay check following a pre-approved purchase and continue for a period of 36 months or until the staff member departs for whatever reason and is no longer an employee of the school district, whichever occurs first. In the latter case, the monthly reimbursement payments will terminate and end regardless of whether or not the staff member has received the up to amount set forth in paragraph 4. In addition, the administration may terminate the monthly reimbursement payments and this agreement at any time in the event of staff misuse of the mobile or laptop computer for school purposes.

Reimbursements are considered a taxable benefit and will be reflected on the staff member's W-2 or other appropriate tax forms provided by the district and the staff member is responsible for following all IRS tax laws and regulations related to the purchase and reimbursements. The staff member is financially and materially responsible for maintenance and any and all repair and/or replacement costs on the mobile or laptop computer for the entire term of the agreement. Should the mobile or laptop computer need repair, the district in its discretion may elect to provide a temporary replacement which shall meet the minimum specifications as required by the staff member's duties, to be determined by the technology department and administration.

Software and peripherals determined by the technology department and administration to be necessary for the fulfillment of the staff member's duties shall be provided by the district. Such software and peripherals shall be owned and managed by the district for the duration of this agreement and shall be returned to the district and/or uninstalled by the district upon termination of the agreement or at such time as the staff member leaves for whatever reason and is no longer an employee of Cozad Community Schools.

Once the agreement is signed, the staff member is not eligible to enter another such agreement with the district for a period of 36 months.

The staff member shall abide by the current Responsible Use Agreement and public use laws when on school premises or when using school owned or managed computer and network resources.

As to use of the mobile or laptop computer and any electronic data or information stored on it, the staff member agrees to comply with the Family Education Rights and Privacy Act (FERPA) and all other related student and personnel confidentiality and privacy laws and upon termination of this agreement or at such time as the staff member leaves for

whatever reason and is no longer the an employee of the district to transfer all such electronic data or information to the administration and/or immediately delete same as directed by district administration.

Except for staff members with current agreements and except for terminations as provided herein, the district reserves the right to terminate and cancel the BYOD program at any time.

Section 19: Controversial Issues, see Policy 6144

As free objective discussion of controversial issues is the heart of the free process of representative government, freedom of speech and free access to information is among our most cherished traditions. It is the responsibility of the teachers to uphold these traditions, but policy on controversial issues should be defined in terms of the rights of pupils rather than in terms of the rights of teachers. With regard to controversial issues in the public schools, the pupil has four rights to be recognized:

- The right to study any controversial issue which has political, economic or social significance and concerning which (at his level) he should begin to have an opinion.
- The right to have access to all relevant information, including the materials that circulate freely in the community.
- The right to study under competent instruction in an atmosphere free from bias and prejudice.
- The right to form and express his own opinions on controversial issues without thereby jeopardizing his relations with his teacher or the school.

To guarantee these rights of the pupil, it is therefore the duty of the teacher to see that the area of controversial issues is objective and scholarly, with a minimum emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and unprejudiced manner and must refrain from using his classroom privileges and prestige to promote a partisan or factional point of view.

Section 20: Copyright Policy, Policy 3020

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Section 21: Corporal Punishment, see Policy 4018

Each teacher is responsible for the conduct of the student. Any discipline problems which the teacher feels inadequate to handle shall be reported to the principal.

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

A staff member may only use reasonable physical restraint against a student without advance notice to the principal or others, when it is necessary for self-defense, to preserve order, or for the protection of other persons or the property of the school district. "Horseplay" or "Funning" with students which involves any type of physical restraint is not permitted and teachers must refrain from this type of action.

Under no circumstances, except in self-defense, may a school employee strike, kick, hit, slap, forcibly grab, push, or pull a student to discipline him. Any incidence of the above must be reported immediately to the Principal.

Sarcasm and abusive language directed toward students will not be permitted.

Section 22: Custodians

All orders and requests from teachers to custodians shall be made through the Principal, except in the event of unsatisfactory room temperature or emergency.

Section 23: Disciplinary Guidelines

See Student Handbook

Section 24: Drug Free School and Community Policy, see Policy 4002

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free work place. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the work place within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Section 25: Grading

Grading pupils' work is one of the most important parts of your teaching job. Be fair and conscientious in your grading. It isn't quantity of work done, but the quality.

All must cooperate to see that grades perform their intended functions and that students find their real inspiration and motivation not in seeking grades but in the acquisition and use of knowledge and growth in intellectual stature and wisdom.

Also, each teacher should hold to rigid requirements in neatness, penmanship, spelling, punctuation, capitalization, sentence structure, and use of words.

Section 26: Internet – Acceptable Use, see Policy 6163

Acceptable Use guidelines will be developed by the Superintendent, in conjunction with the technology committee that will insure the appropriate use of internet access for employees, students, and community members, while using the Cozad Community Schools net. These guidelines will identify registration procedures and consequences for the inappropriate use of the system. Guidelines shall be placed in the staff and student handbooks.

Section 27: Keys

Teachers should report lost keys immediately to the administration.

Section 28: Letters and Publications

A copy of all letters and publications pertaining to school business to be sent to papers, parents, or students must be sent to the building principal.

Section 29: Inventory

Principals shall be required to instruct their teachers to make a complete annual inventory of all school property contained in their individual rooms or departments. The completed inventory is to be filed with the Superintendent.

Section 30: Purchase Orders

It is the policy of the board of education that all supplies and books are ordered through the District Office. Upon approval of the building principal and Superintendent, a purchase order will be issued, and the order will be placed by the District Office.

Purchase orders shall be used unless special permission is given by Administration to do so. Otherwise, items purchased may be turned down when bills are presented for payment. Receipts and employee signatures will be required on all purchases.

Section 31: Sponsors

Sponsors have important duties in the matter of class organization, class citizenship, finance, and parties. Teachers, sponsors, and coaches are reminded that they should familiarize themselves with the Student Fee Policy (5130.2) and work to ensure confidentiality of fee waiver students. It is the duty of the sponsor to conduct class meetings, organize for class functions, stress good conduct and citizenship (counsel if necessary) and oversee fundraising projects.

Sponsors are reminded that activities are school functions and all rules of behavior associated with school are in effect. Sponsors will be responsible for the behavior of the students at school activities. Teachers, sponsors, and coaches are reminded that at no time should students be left in the building without supervision.

It is the teacher's responsibility to remain with the group until all students have left the building. Failure to do so will be considered negligence on the part of the teacher.

Section 32: Teachers, Substitute, Policy 4028

The Superintendent shall employ and assign substitute teachers as the needs arise.

Arrangements should be made so that a substitute teacher, either in a planned or unplanned absence, may function in a manner that would allow the learning process to continue with the least possible disruption. Those arrangements should include:

- Assignments that will fully utilize the students time.

- A class roll and seating chart for students.
- A daily schedule which will indicate lunch schedule, special arrangements, etc.

Section 33: Transportation

Activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. All members of a team will return from a contest by the same transportation provided taking them to the contest. Exception: A student may be released after a contest by following the procedure outlined in the student handbook. Transportation will be provided for the pep club when sufficient interest is shown. All departments in the Cozad system will follow the same rules as the activity transportation.

Section 34: Fair Dismissal Procedures, Policy 4116.1

The Cozad Board of Education may dismiss or not re-employ teachers under the guidelines of a fair dismissal policy. The policy shall be that all teachers shall be notified in writing of any undesirable traits or practices which may endanger his/her maintaining his/her position. The teacher shall be given sufficient time to improve except in extremely serious circumstances. If the teacher is not satisfied with the Board's decision, he may appeal to the Board for a hearing.

Section 35: Workmen's Compensation

Workmen's Compensation Insurance is made available to all personnel employed by the Cozad Community Schools District. Employee accidents/incidents should be reported as soon as possible. Claims for Workmen's Compensation should be made to the Superintendent's office. An employee that has an accident or injury will be asked to submit to a mandatory drug test, per Administrative Guidelines for Policy 4213.

Section 36: Money Handling Procedures

These guidelines must be followed to ensure proper safekeeping of all money handled by school-district employees.

Any discrepancies will be reported immediately to the Office of the Superintendent.

The Cozad Community Schools' Board of Education will be furnished with the following reports at each regular scheduled board meeting:

- District Treasurer
 - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund, and the Activities Account
- District Bookkeeper
 - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund, Employee Benefit Fund, Depreciation Fund, Student Fee Fund, and Hot Lunch Fund
- Activities Secretary
 - Activities Account with all organizations

Activities Account statements are to be given to each sponsor monthly or when requested. Sponsors are responsible for verifying statements.

Money Handling

All cash (money) received by district personnel must be receipted and deposited according to State of Nebraska laws and auditing requirements:

- Monies need to be turned into the *office* on a daily basis.
- All checks should be stamped with school stamp
- All cash (checks) must be receipted on pre-printed, pre-numbered Cozad Community Schools' receipts.
- Money must be deposited intact, which means we must deposit it in the same form it was received.

- Accept checks for the exact amount only. (Checks cannot be written for a higher amount so that change can be given back to the customer.)
- Do not accept post-dated checks.
- It is illegal to have a checking or savings account on behalf of the Cozad Community Schools without prior approval by the school board at an official board meeting.
- No stamped signatures will be allowed.
- Good money handling practices are essential within the school district.
- All money taken in should be counted as soon as possible, receipted, endorsed, and deposited in the appropriate district account. (General Fund, Building Fund, Bond Fund, Depreciation Fund, Employee Benefit Fund, Qualified Capital Purpose Fund, Student Fee Fund, Activities Fund, and Hot Lunch Fund.)
- No large sums of money should be allowed to accumulate.
- Night game gate receipts must be secured in the school's vault or safe if a nightly deposit is not feasible.
- Hot lunch funds will be deposited daily
- Large sums of money should not be left in the vault over the weekend with the exception of petty change funds. (This means deposits must be made daily or taken to the bank's night depository to be counted the next day.)
- School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, administrative assistants, and in some cases, counselors. No students should ever have access to the vault or safe.
- All sponsors will turn money into the office for placement in the vault. Do not keep money in the classroom.
- Funds will be turned into the designated building secretary with clear indication of which organization or activity group should be credited. Checks made out to Cozad Community Schools should have the organization written in the "memo" section of each check.
- Do not place the money on an unattended secretary's desk.

Money counting verification process:

- Activities Account
 - Sponsor or Activities Director
 - Activities Secretary
 - Bank
- Hot Lunch Daily Sales
 - Food Service Line Operator
 - Hot Lunch Secretary
 - Bank
- Hot Lunch Account Deposits
 - Hot Lunch Secretary
 - District Office Administrative Assistant
 - Bank
- General Fund / Building Fund / Qualified Capital Purpose Fund / Bond Fund
 - Business Manager
 - District Treasurer
 - Bank
- Employee Benefit Fund / Depreciation Fund
 - School Board Authorization
 - Business Manager
 - Bank
- Student Fee Fund
 - Sponsor
 - Business Manager
 - Bank

Check Signatures Required

- Activities Account – 3
 - Superintendent
 - Activities Director
 - Activities Secretary
 - High School Secretary
 - Administrator
 - Business Manager
- Hot Lunch Account – 2
 - Business Manager
 - District Office Administrative Assistant
 - Superintendent
- General Fund Account – 2
 - Board of Education President
 - Board of Education Secretary
 - Superintendent – in emergency
- Bond Fund / Depreciation Fund / Employee Benefit Fund / Qualified Capital Purpose Fund – 2
 - Business Manager
 - Superintendent

Fundraising

All Fundraising must be approved by your administrator prior to the event.

Sponsors should see that students indicate on the order forms if items were purchased by check or by cash. During fund raisers, sponsors should emphasize that checks be made out to the organization, not to the student.

If the customer fails to fill in who the check is written to, see that the organizations name is written in as soon as possible. A list of persons who have made purchases should be kept somewhere other than where the money is kept.

District Receipt Documentation

Submit form for all credit card charges and reimbursement requests. No reimbursement will be made unless the form is completed and documentation provided.

Article 5 – Personal & Professional Conduct

Section 1: Professional Ethics Standards

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- 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:

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

Principle III - Commitment to the Public:

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

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

- 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.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair professional judgment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 2: Certificates

It is each teacher's personal responsibility to procure and register a valid Nebraska Teaching Certificate. A teaching contract is not valid until such a certificate is registered at the office. Teachers may not be issued a payroll check until their teaching certificate is on file at the District Office.

Section 3: Evaluations, Policy 2224

Teacher Evaluation should provide the teacher a picture of self, including both strengths and weaknesses. Hopefully it will help the teacher teach with a greater effectiveness. The Cozad Community Schools shall provide an effective staff evaluation system which will insure the best possible learning climate for each student enrolled. It shall also support the personal development of the staff within the system. They shall be responsible for recommendations to the Superintendent for the rehiring of each member of the staff.

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

Section 4: Role Model

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

Section 5: Relationships

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

Section 6: Professional Attire

The staff of Cozad Community Schools has an excellent local and regional reputation for professionalism, both in performance of their duties and in the image they project.

The district's objective, in establishing the professional appearance guidelines, is to enable employees to project a professional image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for these expectations.

Because all casual clothing is not suitable for the classroom or office, these guidelines will help determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals a person's cleavage, back, chest, stomach or underwear is not appropriate for a professional work environment.

Even in a business casual work environment, clothing should not be wrinkled. Footwear should be polished (when appropriate) and free from excessive soiling.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to students or other employees is unacceptable. Clothing that has the district or school name or logo is encouraged.

Certain days may be declared dress down days or theme days. On these days, jeans (not faded, torn or frayed) and a more casual approach to dressing (although never potentially offensive to others) is allowed.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for school or office are listed, too. Neither list is all-inclusive and both are open to change. The lists explain what is generally acceptable, and not acceptable, as business casual attire.

No dress code can address all contingencies so administrators must exert a certain amount of judgment in the standards enforced at your building. If you experience uncertainty about acceptable, professional business casual attire for work, feel free to discuss with an administrator.

Due to the nature of duties performed, separate guidelines have been established for maintenance/operations, custodial and nutrition services staff (certain other production- oriented jobs may also be included).

(See Custodial guidelines below)

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, Capri's and nice looking dress synthetic pants are acceptable.

Inappropriate slacks or pants include denim jeans (not including industrial arts teachers), sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Physical education staff may choose to wear clothing appropriate to their assignments, i.e. sweatpants, exercise pants, wind pants and shirts, so long as they do not display potentially offensive logos or other symbols. Such apparel also needs to be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through) and muscle shirts are unacceptable.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee, are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for school. Mini-skirts and spaghetti-strap dresses are also inappropriate for the office or school. Skorts are acceptable so long as they are of a length and style that does not look like shorts.

Shirts, Tops, Blouses, and Jackets

Casual shirts, golf shirts, dress shirts, sweaters, knit and linen/silk tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the school/office, if they violate none of the listed guidelines. Inappropriate attire includes tank tops; sweatshirts; midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or spaghetti straps; and t-shirts.

Shoes and Footwear

Loafers, boots, flats, clogs, dress heels, and leather deck shoes are acceptable. Wearing no stockings is acceptable if the look is appropriate to the outfit (females only). In many cases wearing no socks may be acceptable for female staff member however under no circumstances would this be considered appropriate for male staff members. Athletic shoes, thongs (beach type), flip-flops and slippers are not acceptable at the school/office. Closed toe and closed heel shoes are required in the custodial and operations area (except office staff).

Jewelry, Makeup, Perfume, and Cologne

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

Body Piercing and Tattoos

Any visible/noticeable or otherwise distracting form of body piercing, other than ears, is inappropriate attire. Any type of body adornment that draws attention or is disruptive to the educational process is considered unacceptable.

Tattoos must be covered.

Hats and Head Covering

Hats are not appropriate in the classroom or office. Head covers that are required for religious purposes or to honor cultural tradition are allowed. (Modest, temporary head coverings utilized during medical treatments are acceptable)

Attire for Meetings

The expectations for professional attire will be the same for meetings both inside and outside the district (i.e. professional development days, conferences, district sponsored committees, parent meetings), unless otherwise stipulated by the administrator/supervisor in charge of the meeting. Meetings that do not involve students or parents

and are outside of the normal contract/work schedule may be considered more casual, with the final decision resting with the administrator/supervisor in charge.

Custodial Staff

Due to the nature of the work performed, attire guidelines for custodial staff are different from other classroom and office positions.

Custodial staff may wear shirts/tops that are of either a pullover or button front style, with or without a collar. The primary concern is that the shirt/top is clean, well maintained (absent of holes, rips and fraying) and free of excessive wrinkles. Additionally, the shirt/top should not have any logos, pictures or other insignia that could be considered offensive or disruptive to the educational process.

Pants/slacks should also be clean, well maintained (absent of holes, rips fraying) and free of excessive wrinkling. Denim and other cotton work pants would be considered the normal pant/slack for custodial work. Seasonally (June - August), custodial staff may wear a "pant style" short that is of a length that reaches to at least within 4 inches of the knee. Shorts must be hemmed (no cut offs or jean shorts). Athletic style (nylon, mesh) gym shorts are not acceptable.

Shoes should provide safety to the feet (including heels and toes). Boots (work, cowboy, trucker, hiking) and shoes (loafer, walking, hiking, athletic) are acceptable. Like all articles of attire, they should be clean and in good condition (free of holes, stain, excessive wearing) that would compromise safety or a professional image. Toes and heels must be covered in selection of footwear, to provide maximum safety and protection.

Conclusion

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment.

Section 7: 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:

- The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- The teacher is not to provide private tutoring in a school building.
- The teacher is not to provide private tutoring during duty time.
- 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 8: 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.

Section 9: Social Media Guidelines, see Policy 5151 and Policy 4120.1

Cozad Community Schools has adapted the following guidelines to provide direction for instructional employees, students and the school district community when participating in online social media activities.

Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion, it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations.

It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by CCS District teachers and students is a reflection on the entire district and is subject to the District's Acceptable Use Policy.

By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

Personal Responsibility

Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on the website's server for a longer period of time.

It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a CCS employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at C.C.S. When posting anything online, be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the CCS. DO NOT name the School District if you do not clearly state that it is your personal opinion.

It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

Engaging in social-networking friendships with students or students' parents/guardians on MySpace, Facebook, or other social networking site is discouraged. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Professional Responsibility

C.C.S. employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

Remember that social media in the classroom are an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.

Teachers who use their personal online presence to interact with students in social networking sites must find a way to interact without giving students access to their personal information and posts. Many social network sites allow you to create “groups” or “pages” where you can interact with students without giving them access to your personal account. Please contact appropriate personnel if you have questions on how to set up this type of interaction.

When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.

Use a Disclaimer

Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are individual opinions and do not necessarily reflect my school district’s positions, strategies, or opinions.”

This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines.

If asked by media to comment on a school related issue, refer them to Superintendent’s office

Always a School Employee

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a District employee.

Whether it is clearly communicated or not, you will be identified as an employee of the school district in what you do and say online.

School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships.

Do not denigrate or insult others including students, staff, administrators, parents, or other districts.

Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.

Build Community/Positively Represent School

Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community.

Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, be certain it is accurate and supports your organization.

It is a good idea to monitor your profile page to ensure that all material posted by others doesn’t violate these guidelines. Once posted you can’t take it back.

School Logos

Obtain permission before using any school or district logo or image. School logos may only be used in a professional capacity.

Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online including video.

Anything you post online should represent you in a professional manner as others will see you as connected to the school district. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate.

Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.

Employees who post information on Facebook, Twitter or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

Article 6 – Academic Matters

Section 1: Purpose and Goals of Academic Achievement

The Cozad Board of Education has adopted the State Standards as determined by the Nebraska Department of Education. Staff is required to be acquainted with the content standards in general and specifically for their own content area.

The state standards known as L.E.A.R.N.S. may be accessed via the NDE website.

Staff is also expected to have a working knowledge of the criteria used in designing appropriate assessments known as STARS which can be accessed via the NDE website.

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

Section 2: Teaching to Student Understanding to Assure Learning

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

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

Section 3: Instruction in the Curriculum

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

Section 4: Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record

at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades

Each teacher shall record grades by the first day of the week in the Power School grade book. 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. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales

Teachers are to use the grading scales that are set forth in each building's Student Handbook. Teachers are expected to use said grading scales according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" means that credit hours will not be granted.
- 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).
- Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

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

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

Reduced Credit

Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All requests for reduced credit are to be submitted for consideration to the Principal.

Transfer Grades

A student transferring into Cozad Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents

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

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

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

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

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

Section 5: Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. Each teacher is responsible for individual conferences with parents of students in academic difficulty or having behavioral problems. These individual conferences should be held early enough to inform parents of student's problems.

Teacher attendance at Parent-Teacher Conferences will be a priority. Efforts shall be made to eliminate any activity conflict. 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 building principal. See school calendar for dates and times of Parent-Teacher Conferences.

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

Section 6: Graduation Requirements

Faculty members with senior students who may be in jeopardy of failing a class must notify the principal, counselor, and parent in writing of this possibility as early as possible.

Also see High School Student Handbook.

Article 7 – Workplace Environment & Use of School Equipment

Section 1: Drug-Free Workplace

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

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

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace, Policy 4118.1

In accord with Nebraska's clean indoor act and in support of the drug free schools and community efforts, the Cozad Board of Education hereby prohibits the use of tobacco in any form in all school buildings and school vehicles. This includes all visitors who may be attending school functions and athletic events. The student smoking policy remains in effect as stated in the student handbook.

Section 3: Weapon-Free Workplace

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

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:

- 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;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied

- to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- A teacher 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 is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4: Use of District Computer Network and Internet

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

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

- Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
- Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission.
- Teachers will not copy, change, read, or use another person's files.
- Teachers will engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- Teachers will not attempt to login to the system as a system administrator.
- Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
- Teachers will not use the network for financial gain or for any commercial or illegal activity.

- Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- 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.
- The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- The District reserves the right to refuse posting of files, and to remove files.
- The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
- The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

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:

- who has successfully completed district training by the on proper disabling circumstances and procedures,
- with permission of the immediate supervisor of the staff member requesting said disabling, or
- with the permission of a building administrator.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

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

Section 5: Use of School Equipment, Policy 4170

All School District #11 property and facilities and services are for use by the public for educational purposes. The use of the district's property by employees for personal use is not to be considered a benefit of employment and will not be tolerated except by administrative approval on an each occasion basis. Absolutely no use of school property by employees will be tolerated for use where monetary gain to the employee is involved.

Section 6: Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their

classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be 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 7: Care of School Property

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

Section 8: Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency.

Section 9: Visitors

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

Section 10: Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 7:45 a.m. and 4:00 p.m. on all day's school is in session. If you are required to be at work earlier than 7:45 a.m., the hours are extended to that earlier time as well.

Section 11: Solicitations, Policy 1321

There shall be no collection of money, food or clothing except as authorized by the Superintendent. Any proposed sale or selling of any merchandise for the purpose of raising money will not be permitted without the permission of the building principal.

Section 12: Building Security

Teachers and sponsors of organizations are responsible for the security of the school buildings whenever you use them. The following rules of security will be followed at all times when groups you are sponsoring are using the building.

- At no time will students be admitted into the building unless a faculty member or parent is present.
- If your group is going to use a part of the building, notify them in advance as to the location of the meeting.
- Be on time to your meeting, to avoid student congestion.
- Allow only those students in the building that are in your group.
- Confine the activities of your group to one location, and insure that all are doing what they are supposed to be doing.
 - For example: If you are to have play practice, there will be no basketball playing, etc.

- Allow no wandering about the building, in the halls, or loitering in the rest rooms.
- When your meeting is over, disperse the group immediately. Check the building (including rest rooms) to insure that all students have left the building.
- Shut off ALL inside lights.
- Make sure that ALL outside doors are locked.
- Report any disciplinary problems or unusual incidents to the Principal the next school day.

Section 13: Security of Desks and Lockers

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

The school exercises exclusive control over school property and reserves the right 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 a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

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

Section 14: Video Surveillance

Video cameras may be used in locations as deemed appropriate by the Superintendent. The purpose of which is to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment.

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

Section 15: Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office.

Section 16: Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, 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.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 17: Lost and Found

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

Section 18: Safety, Policy 4132.1

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, expensive legal action, and even death. Thus, it shall be the policy of the Cozad Community School District #11 to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education and this system's administrative staff believe that safety education and accident prevention are important to everyone concerned with our schools; not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. In keeping with that objective and in compliance with applicable laws and regulations, we will provide for a loss control program designated to supply a systematic approach to preventing on-the-job injuries and illnesses. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

Safety Committee Function

The Safety Committee will be responsible for the following:

- The review, investigation and discussion of all work place accidents involving employee injury or property damage.
- Maintaining a system for promptly detecting and correcting unsafe practices and conditions. This will include conducting quarterly job site inspections of the work site to address physical hazards and unsafe work practices. Any imminent danger situations should be corrected immediately. Recommendations should be submitted to management to address situations that do not present an immediate hazard.
- Providing suggestions to modify work stations and/or job responsibilities to minimize personal injuries, property damage and loss or productive time.
- Discuss new ideas for safety policies and procedures and submit corresponding recommendations to management.
- Review the status of previously submitted recommendations and either determine them to be:
 - Completed.
 - Not complete, but in process.
 - Rejected or found impractical.
- Discuss and develop new recommendations.
- Assist and develop new recommendations.
- Prepare minutes of all committee meetings. These minutes should record all decisions made and actions taken.

- Post the minutes on the employee bulletin board as a means of keeping both management and employees aware of the committee's progress.
- Prepare an annual report outlining the safety committee's objectives, recommendations progress to date. A copy of this report should be forwarded to the Superintendent.

If you have a desire to serve on the committee, you should contact the president of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways:

- Contact the teachers' association representative of the safety committee.
- Contact the President of the teachers association.
- Contact the Safety Committee in care of the Superintendent.

Safety Practices

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

- 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.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- 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.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

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

Workers Compensation

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

Article 8 – State & Federal Programs

Section 1: Notice of Nondiscrimination

It is the policy of the Cozad Community Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

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.

- Title VI
 - Coordinator: High School Principal
- Title IX
 - Coordinator: High School Principal / Assistant High School Principal, Activities Director
- Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)
 - Coordinator: High School Principal
- Section 504 of the Civil Rights Act
 - Coordinator: Special Education Director
- Homeless Student Laws
 - Coordinator: District Nurse
- Safe and Drug Free Schools and Communities
 - Coordinator: Activities Director

Section 3: Anti-discrimination & Harassment Policy, Policy 4113.1

In compliance with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and the Nebraska Equal Opportunity and Education Act, Cozad Community School Policy prohibits discrimination based on race, color, age, sex, marital status, handicap, or religious or political affiliation.

Purpose

To establish procedures for handling allegations of sexual harassment of

- School employees by other school employees,
- School employees by school students,
- School students by school employees, and
- School students by other school students.

Policy

Sexual harassment of any employee, certificated or non-certificated, or student by any individual under the jurisdiction of the Cozad Community Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth herein.

Regarding school employees

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.

Regarding students

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school sanctioned program;
- Submission to or rejection of such conduct by an individual is used as a basis for any decision that may affect the educational standing of an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive environment.

Responsibility

All Cozad Community School employees have the responsibility of keeping school officers informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual harassment. It is the responsibility of each administrative officer, principal, department head, and supervisor to provide a working and academic environment free of sexual harassment or sexual intimidation. The school will take prompt action to investigate and act upon instance of alleged sexual harassment.

Procedures regarding complaints of sexual harassment

Allegations of sexual harassment will be thoroughly investigated. A person who believes he/she has been sexually harassed, or persons having knowledge of incidents of alleged sexual harassment, (hereinafter referred to as "complainant"), should notify one of the following individuals concerning the alleged action: School Nurse; Senior High Guidance, Middle School Guidance; or Elementary Principal. Such notification shall be the most direct means possible and shall be considered confidential. The complaint shall be made within thirty (30) days of the alleged incident.

Any school employee contacted by a complainant shall advise complainant to notify one of the above-mentioned individuals. The contacted employee shall not take any action with regard to this matter. Upon notification of conduct which allegedly constitutes sexual harassment, the person notified by the complainant will investigate the complaint and attempt to resolve the situation on an informal basis. After the informal investigation has been completed and the investigator feels there is sufficient cause to further investigate the complaint, and the complainant is a student, the investigator shall notify the complainant's parents or legal guardians, in writing, that their student has filed a complaint.

Informal Procedures

The person notified by complainant shall:

- Meet with the complainant to determine the nature and extent of the alleged incident. A record shall be kept of the complaint, including names of the complainant and the person accused of sexual harassment, date, time, location, description of the incident, witnesses and any redress sought by the complainant.
- If the complainant is a student, and the matter has not been resolved, refers the complaint to the Principal, Principal's designee or Counselor and encourages the student to consult with her/him.
- Meet with the person accused of sexual harassment and inform him/her that a complaint of sexual harassment has been made against him/her. A record of information furnished by the person accused of sexual harassment shall be made.
- If the complainant is a student, his/her parents or legal guardians shall be notified and allowed to be present at any further conferences or meetings regarding this incident.
- Meet with witness for the complainant, if any, and record information gathered.
- Meet with witness for the accused, if any, and record information gathered. The accused shall be allowed to have a representative of his/her choice present.
- Determine if the education or work situation of the complainant is threatened and, if so, takes appropriate corrective measures.
- Conclude the informal investigation in a period, not to exceed thirty (30) days, with one of the following findings:
 - Resolve the matter to the satisfaction of both the complainant and person accused of sexual harassment.
 - Find that the parties are unable to resolve the matter informally, in which case a formal complaint may be filed by the complainant.

Upon filing of a formal complaint, the file of the informal procedure shall be forwarded to the individual conducting the formal procedure. If no formal complaint is filed, the record of the informal investigation shall be kept in a confidential file in the District Office. If the complaint involves the District Office Administrator or employee, the file shall be kept at the Office of the School Attorney.

Formal Procedures

If the complainant of the sexual harassment is not satisfied with the result of the informal procedure, he/she may file a formal written complaint to the Superintendent and/or Secretary of the Board of Education. The complainant must include information on the alleged incident such as names, date(s), time(s), location(s), description of the incident(s), and redress requested. The complaint must be filed within 30 days of the final determination under the informal procedure. The report of the informal complaint investigation shall become part of the formal complaint.

If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may include transfer or work situations, change of instructor, and if pertinent, waiver of academic requirements, decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he/she has allegedly been sexually harassed.

The Superintendent and/or the Board of Education who is conducting the formal procedure will render a written decision concerning the validity of the formal complaint within 15 class days after receiving the formal complaint. In determining whether conduct constitutes sexual harassment, the Superintendent and/or the Board of Education who is conducting the formal procedure will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incident occurred. The determination will be on a case-by-case basis. Copies of the decision shall be furnished to the complainant and the person accused of sexual

harassment. The record of the formal investigation will be kept in a confidential file in the District Office. If the complaint involves a District Office Administrator or employee, the file shall be kept at the Office of the School Attorney.

The complainant may withdraw a complaint and stop the proceedings at any time. In the event a complaint is withdrawn, all records of the proceedings shall be expunged from the files of the individuals involved and complete confidentiality shall be maintained. Any person who is found to have engaged in sexual harassment of a subordinate, co-worker, or student will be subject to disciplinary sanctions, which may include, but not be limited to; written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment. A student who is found to have engaged in sexual harassment against an employee or fellow student will be subject to disciplinary sanctions, which may include, but not be limited to, written reprimand, disciplinary probation, suspension and/or expulsion. Bad faith allegations of sexual harassment or use of this policy for purposes unrelated to its clear intent are expressly prohibited.

Sexual Assault

If criminal charges for sexual assault have been formally filed against an employee, certificated or non-certificated, on the basis of alleged criminal conduct committed on the school premises or within the scope of school employment, the employee shall be suspended with pay without prejudice pending the outcome of the trial. No hearing regarding or evaluation of, the alleged conduct shall be made until the criminal matter is dismissed or decided.

Section 4: Complaint and Grievance Procedures

The purpose of this grievance procedure is to provide a method for quick and final determination of every question of violation, misinterpretation, noncompliance or inequitable application of any of the terms of any negotiated agreements of the school district, thus preventing the protracted continuation of misunderstanding which may arise from time to time concerning such questions.

Definitions

- Grievance
 - Any alleged violation, misinterpretation, noncompliance, or inequitable application of any of the terms of negotiated agreements of the school district.
- Days
 - Calendar days except weekends and school holidays. It is understood that during the summer months any change in grievance procedures shall be by mutual agreement of the parties in interest.

Grievance and Complaint Procedure Steps

- Step 1: To the Principal
 - The grievance shall be presented orally within ten school days after the grievance occurred, by the teacher aggrieved with or without a representative of the Cozad Education Association to the building principal or the teacher's immediate supervisor. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 2: To the Principal in Writing
 - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the principal. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 3: To the PR & R
 - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee within five (5) school days after the decision at Step 2. Within five school days after receiving the written grievance, the PR &

R Committee shall provide an opportunity for all parties directly involved in the grievance to meet with the PR & R Committee for the purpose of reviewing the grievance; a written opinion regarding the merits of the case and the association's position on further support shall be given to all parties directly involved in the grievance. If the PR & R Committee decides that the grievant should not pursue the matter further, they are hereby absolved from any further legal or financial obligations.

- Step 4: To the Superintendent
 - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Superintendent, who will within five (5) school days thereafter present a decision in writing to the grievant.
- Step 5: To the PR & R, then hearing by Superintendent
 - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee. Within five (5) school days after receiving the written grievance, the PR & R Committee shall provide an opportunity for the parties directly involved to meet with the PR & R for the purpose of reviewing the grievance; and the committee shall give to the parties directly involved; a written opinion regarding the merits of the case and the association's position on further support.
 - Within three (3) school days after receiving the PR & R Committee opinion, the parties directly involved may file a written appeal with the PR & R Committee for a hearing by the Superintendent. Within two (2) school days of its receipt, the committee, through its chairperson, shall submit such appeal to the Superintendent. Within ten (10) school days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the parties directly involved and with representatives of the Pr & R Committee for the purpose of resolving the grievance. A full record (tape recording recommended) of such hearing shall be kept by the PR & R Committee and made available to the parties involved upon written request. The Superintendent shall within three (3) school days of the hearing render his decision and reasons therefore, in writing, to the parties directly involved, with a copy of the PR & R Committee.
- Step 6: PR & R Presents to Board of Education
 - If the party directly involved is not satisfied with the disposition of his grievance at Step 5, or if no decision has been rendered within three (3) days after he has first met with the Superintendent, he may file the grievance again with the Association's PR & R Committee. When he files this time it should be within three (3) school days after a decision by the Superintendent.
 - Within three (3) school days after receiving such further appeal, the PR & R Committee through its chairperson, shall refer the grievance in writing, to the board of education. Within 25 school days after receiving the written appeal, the board of education, or a committee where from, shall meet with the parties directly involved and with the representatives of the PR & R Committee for the purpose of resolving the grievance. The board's decision on settling the grievance matter will be final.

School administrators or the board of education, through the Superintendent can initiate and process a grievance, through the grievance machinery by excluding unnecessary lower steps in the formal grievance procedure, thereby making the system work both ways. If each step is not followed in the sequence hereby outlined, without mutual agreement between the parties directly involved, no further action may be taken by either party.

This procedure shall become effective upon approval by a majority of the board of education and a majority of the executive committee of the CEA. This grievance procedure may be amended by the mutual consent of the School Board of District #11 and the Executive Committee of the CEA. This procedure may be renewed each school year by the School Board of District #11 and the Executive Committee of the CEA.

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the

supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

Section 5: 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:

- 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.
- Complaints shall set forth:
 - the name of the Complainant,
 - the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant,
 - a brief description of the alleged violation, and
 - the relief requested by the Complainant.
- 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.
- 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.
- 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 6: 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 7: 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 8: 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:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- 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.
- 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 9: 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:

- 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;
- 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:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's parent;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the students or the student's parent;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
- 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.

- 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 10: Parental Involvement

General - Parental/Community Involvement in Schools

The term “parental involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents

- Play an integral role in assisting their child’s learning;
- Are encouraged to be actively involved in their child’s education at school;
- 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

The District intends to meet this expectation through the following activities:

- Involving parents in the joint development of plans and the processes of school review and school improvement.
- Providing coordination, technical assistance, and other support necessary in implementing effective parent involvement activities to improve student academic achievement and school performance.
- Building the schools’ and parents’ capacity for strong parental involvement.
- Coordinating and integrating parental involvement with other programs.
- Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

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. To develop and encourage parent involvement the following activities will be supported:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.
- Offer a flexible number of meetings, such as meetings in the morning or evening.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- Provide parents of participating children
 - Timely information about programs under Title I,
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Section 11: Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The School Nurse serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 12: 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 13: 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.

Health Information Privacy Practices

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

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

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

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

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

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

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

Cozad Community Schools needs health information under the following circumstances:

- Enrollment of employees in the BCBS health plan, vision care, dental, and other insurance plans.
- Accounting for sick leave under the Cozad Community Schools’ sick leave policy.
- Filing worker’s compensation claims for employees injured on the job.
- Seeking medical certification for eligibility for short-term or long-term disability insurance.
- Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
- Medical information necessary for the Cozad Community Schools to comply with the Americans with Disability Act.

- Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
- Medical information necessitated by compliance with OSHA.
- On other occasions to allow the employer to be assured that the employee is medically capable of performing all of the necessary duties required by the Cozad Community Schools, including suspected drug or alcohol abuse.
- For costing out negotiation proposals affecting coverage and single or marital status.
- To comply with state and federal law.
- Other employment related matters

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

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

All employment related health information will be maintained.

Misuse of Protected Health Information

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

Sick Leave Forms

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

Employment Forms

The Cozad Community Schools will request personal information regarding insurance coverage's, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing form single to married status.

Notification of Injury under Workman's Compensation

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

Specific Requests for PHI

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

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

Questions about this policy may be directed to the Cozad Community Schools.

Your Rights Provided by HIPAA

You have the following rights regarding medical information the Cozad Community Schools may obtain from you or about you:

- Right to Inspect and Copy
 - You have a right to inspect and copy medical information the Cozad Community Schools maintains in the course of your employment related activities, except any information compiled in anticipation of or for use in any civil, criminal administrative action or proceeding.
- Right to Amend
 - If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate. The request for amendment, along with the reasons provided, will be filed with your related employment documents.
- Restrictions or Confidential Communications
 - You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions or directives must be filed in writing and may not be retroactive in nature. Such restrictions may not be in conflict with necessary business practices or provisions of law.
- Right to Accounting of Disclosure
 - The Cozad Community Schools has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with law. The Cozad Community Schools will not disclose any PHI which is part of your employment record under any other circumstances, including disclosure to other family members, unless the Cozad Community Schools receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Cozad Community Schools is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure requests prior to April 14, 2003.
- Right to Revocation of Disclosure
 - If you authorize disclosure of any information, either to the Cozad Community Schools and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Cozad Community Schools and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.
- Complaint Alleging Violation
 - If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the Cozad Community Schools or with the US Department of Health and Human Services.
- Change of Notice of Health Information Privacy Practices
 - The Cozad Community Schools has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made, the Cozad Community Schools will abide by the terms of this Notice.