

Shelby-Rising City Public Schools

Certified and Classified Staff Handbook



Rules and Regulations 2023-2024

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed 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 a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Tucker Tejkl ttejkl@shelby.esu7.org in writing at PO Box 218, Shelby, NE 68662 or by telephone at (402) 527-5946. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession or use (influence) of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

District Mission Statement

The Mission of Shelby-Rising City Public Schools is to provide a quality education through innovation, integrity, accountability, and service.

Vision Statements

SHELBY-RISING CITY PUBLIC SCHOOLS WILL...

...challenge our students by providing innovative educational opportunities that develop skills for their ever-changing worlds

...evaluate our curriculum to offer opportunities that meet the unique interests, goals, and social-emotional needs of all students

...build leadership skills throughout the student body and staff that benefit the school and community

...provide resources to aid students in becoming technologically proficient

...provide and promote a safe, healthy learning environment

The **District's Strategic Plan** can be found on our website at
<http://www.shelby.esu7.org>

District Contact Information

Building Main Phone (402) 527-5946
Building Fax (402) 527-5133

Mailing/Physical Address

Shelby-Rising City School
PO Box 218 68662
650 North Walnut Street

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary or on Google Drive - Forms. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the activities director, principal, or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.** Steps for groups that want to fundraise:

1. Requests should be done annually and do not assume if it was done in prior years it will be automatically allowed again.
2. Make a written request to your Principal with an explanation of the type of fundraiser, dates of sales/event, and purpose for the funds at least four weeks prior to it beginning.
3. Upon approval it will be placed on a fundraising calendar to assist other groups to avoid scheduling over it or duplicating the product.
4. No more than two (2) sales fundraisers may be done by any one organization.
5. Service fundraisers (i.e. Concession Stand, Burger Feed, Community Service, Hired Hand Auction, or any free-will donation event) also need approval, but will not be limited in number.

All club or camp accounts associated with school-sponsored activities or employees that are not directly funded by the school are required to have a district administrator as a co-signee for the account.

Activity Tickets

All certified & classified staff, spouses and their school-age children (PK-5th Grade) will be admitted to home games (athletics only) free of charge. Activity tickets will be issued to staff through the Activities Director per conference rules.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain

permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements (verbal, written, or digital) shall be made by any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting. Outside organizations will be limited to where and how long postings may appear.

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

Daily announcements are created online and a link to those announcements are available on the District website (www.shelby.esu7.org). You are strongly encouraged to read those daily.

Background Checks

Upon initial hiring, all employees of the District will have a background check conducted as part of the safety and security policy. Anyone who works with students, whether paid or volunteer, will also be subject to initial background check prior to being granted permission to assist or being hired.

As necessary, the Superintendent of Schools may authorize a background check to be conducted on a current employee or volunteer if it is deemed in the best interest of the district.

Bell Schedule

Refer to Appendix A for building bell schedules.

Board Policies

The Board of Education has adopted policies that govern the operation of the school district. A complete policy manual is available on the **district's website** or in the main administrative office. These manuals will be

updated as the board adopts new policies or modifies existing policies. In particular, the 400 series deals with policies that affect personnel. Topics not covered expressly in the Staff Handbook may be addressed in District Policy.

Calendar

Each winter a committee works with the administration to determine the best possible school calendar for the following year that meets Nebraska Department of Education Rule 10 guidelines and creates the best educational opportunities for our students. The yearly calendar is available in **Appendix O** or on the District website.

Child Abuse (Board Policy 403.02)

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.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in 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.

Community Organization-Request For Student Participation

Representatives of any community organization wishing to use any students or group of students shall make arrangements through the Principal.

Permission for absence will not be granted to participating students without due consideration as to the student desired and the nature of the program.

Commuters (Staff not living in-district)

Teachers that commute to Shelby-Rising City Public Schools for employment are expected to be subject to the same Board expectations as to extra duty participation, attendance, and arrival and departure etc. as teachers who reside locally. If car pools are used, members of the pool must drive separately on those occasions when one pool member must arrive at school after 7:45 a.m. or leave school before 3:45 p.m. The necessary absence or early departure of one pool member must not affect arrival and departure of others.

Complaint Procedure

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

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to put the complaint in writing to the Building Principal, Title IX/504 coordinator, Superintendent of Schools, or President of the Board of Education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - c) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
 - f) Board Policy 403.05 and 1005.01 may be used as procedural references to the complaint process.
6. When a formal complaint about the superintendent of schools has been filed in writing with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.

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

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use.

1. Acceptable Use

- a) Staff may use the Internet to conduct research for instructional purposes.
- b) Staff may use the Internet for school-related e-mail communication with fellow educators, parents and patrons.
- c) Staff may use the Internet for any other use which serves a legitimate educational purpose.
- d) Classroom teachers are encouraged to integrate the use of electronic resources into the classroom. However, teachers are cautioned that the quality and integrity of content on the Internet is not guaranteed. Teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

2. Unacceptable Use

- a) Staff shall not access material that is obscene or pornographic.

- b) Staff shall not engage in any illegal activities on school computers, including the downloading and copying of copyrighted materials.
- c) Staff shall not use chat rooms or instant messaging – unless it is a secure portal for school use only.
- d) Staff shall not access social networking sites such as (but not limited to) Facebook and Twitter on school computers or during school time unless such access is for an educational activity. Please refer to Board Policy 0403.07 on Employee Use of Social Networks.
- e) The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the express written consent of the superintendent or his designee.
- f) Staff shall not publish web pages or social media pages that are not approved by the school district. Any web page published by staff members must be linked to the school's website. Staff is cautioned that publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must check with the superintendent or his designee prior to posting any student-related information on the Internet.
- g) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

3. **Methods of Enforcement**

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

4. Violations

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Appropriate Internet Behavior On Social Websites

The district recognizes its responsibility to educate students & staff regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students & staff shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Additional information is available in the District Technology Agreement in **Appendix J**.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary or business manager to report a change and update the information in Bamboo HR.

Copy Machines

All staff are assigned a copy code or FOB Card to utilize copy machines to scan or print. Certain copiers will have print access from laptops. Teachers should plan on making copies ahead of time to avoid the need to send students to retrieve them.

The teacher workroom is equipped with one high volume copier. Print jobs requiring several color prints or 150+ copies should be sent to the ESU 7 Print Center. Color copiers for limited use are available in each office.

Copiers are for school use only.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working

on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal.

Corporal Punishment

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

Crisis Response Team

Additional information is available in **Appendix B**. Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member’s ability to perform the tasks required by board policy.

Curriculum

Each teacher is required to maintain an up-to-date curriculum for courses they are responsible for teaching. Curriculum should be articulated in the District’s Curriculum Trak software and be aligned to state and/or national standards where applicable. Selection of curriculum and instructional materials is detailed in **Appendix R**.

Adoption of new curriculum or courses requires approval of the Curriculum Committee, Administration, and then the Board of Education upon recommendation of the Superintendent. (See Appendix R)

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Tucker Tejkl, Superintendent at 402-527-5946 (phone number), ttejkl@shelby.esu7.org (e-mail address) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Turner Trofholz, at 402-527-5946 (phone number), ttrofholz@shelby.esu7.org (e-mail address) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-527-5946 (phone number), ttejkl@shelby.esu7.org (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

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

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 8:00 a.m. to 4:00 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching

students when the public is in attendance:

- For all employees: Hats inside the school building.
- For men and women: T-Shirts that are not school related (SRC, Shelby, Rising City), shorts, sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Jeans of any color: except at athletic or other activity practices/events, on Friday's when worn with SRC school logo/mascot top, school colors or on outdoor field trips. (Exception for Industrial Technology)
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. Dress for professional development activities will be handled on a case-by-case basis, but the general expectation will be to follow dress code expectations.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing. Jeans are permitted, shorts during school hours, when students are in attendance, are not.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

All staff should have an updated and signed Drivers Agreement on file before being permitted to drive school vehicles. Form is available on the Google Drive.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through BlueCross BlueShield Educator's Health Alliance. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

BlueCross BlueShield Employee Assistance Program provides confidential, short-term counseling for staff, their dependents and household members at no cost.

Ethics and Standards

Shelby-Rising City Schools expects its employees to adhere to ethics standards which are established by the Nebraska Department of Education. The job ethics standards which employees are expected to adhere to include those in **Appendix I**.

Expenses

The Board of Education will reimburse staff for all **pre-approved expenses** incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary or on the Google Drive-Forms folder. Appropriate receipts must be attached.

To be reimbursed for an item or for mileage, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Additional information on allowable *Professional Development* expenses can be found in that section.

Extra Duty Assignments (Coaching/Sponsors)

All employees of the District can be assigned extra duty assignments in order to continue offering those programs to students. The District will always consider special areas of skill or expertise in assignments when possible. A stipend, as part of the negotiated agreement, is paid to employees who perform the assigned or agreed upon duties. The stipend schedule is available in **Appendix L**.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. A FMLA request form is available in the Google Drive – Staff Forms folder and is required for FMLA. The completed form should be given to the Superintendent. *Board Policy Reference: Certified Staff 410.03, Support Staff 415.03*

Fees for student organizations, field trips, groups, or athletics

The Shelby-Rising City Public Schools District will pay for the following, upon approval of the Activity by the Activity Director:

1. All group entry fees for approved activities occurring during the time school is in session. These must be approved by the AD or Principal and turned into the bookkeeper one week in advance.
2. All awards given to students, include:
 - A. Athletic and/or Fine Arts letters, pins, stars, shields, and certificates
 - B. All-Conference patches for athletic activities
 - C. Championship patches if earned during athletic competition at the conference, District, or state level.
 - D. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year
3. Book-It prizes
4. Meals and lodging of activity participants and coaches/sponsors if the School District is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.
6. The rate of compensation shall be \$10.00 per meal. The Activities Director, after conferring with the Superintendent, will decide the number of meals required and if lodging is needed.
7. All-State auditions for vocal and instrumental music.
8. A total of two per individual applicant auditions for College Honor Bands or Honor Choirs.

9. First Team All-State Athletic and Fine Arts State Members' pictures to be on display in the school.
10. Admission fees for cheerleaders, pep band members, or other students when their attendance is required at an activity.
11. Limitations will apply when the activity is **not** a pre-qualifying State event. A decision will be based on location, number of students, organization funds available, and how attending fits into the overall scope and vision of the program and school district.

Fitness Center

Employees of the school district are permitted to use the Fitness Center as part of your employment free of charge. Your key FOB will allow you access to the facility. Your family may use the fitness center under your supervision. Children under age 14 are not permitted. Staff will be expected to set proper examples for use of the Fitness Center, violation of Fitness Center Policies will result in termination of use. Policies are available in **Appendix S**.

Guidance Services

The major objective of the guidance program is to help each child make the best of his or her educational opportunities.

The guidance program shall be directed toward the growth and improvement of all pupils in the school, recognizing, however, that some pupils are in greater need of individual guidance than others. The guidance program shall attempt to provide for each pupil a sense of belonging, self-respect, emotional security, achievement and recognition.

The guidance counselor is the District resource to outside resources to assist students when in-district options have been exhausted.

Health and Emergency Response

Bloodborne Pathogens

It shall be the policy of the Shelby-Rising City Public Schools District No. 72-0032 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing employee exposure to job related risks associated with bloodborne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practices for purposes such as, but not limited to, identifying employees with occupational exposure risks from bloodborne 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 bloodborne pathogens.

Asthma or Allergic Reaction

If a breathing emergency occurs trained staff will respond using the protocol approved by the Nebraska State Board of Education and Attack on Asthma Nebraska. This protocol "Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions" will be signed-yearly by a local physician. All staff members and the school nurse will receive training on emergency protocol. Members of the response team must be certified in CPR. The protocol will be used by trained staff during regular school hours. Emergency equipment and medications will be available in the school. The school nurse will maintain the emergency box by checking medications and reorder when expiration occurs. Students with known asthma or anaphylaxis will have Asthma action plans on file at school. Any parent not wanting a student to receive treatment under the protocol must notify the school in writing.

AED

Four AED devices are available on the school campus for emergency use. They are located in (1) MS/HS Office Hallway, (2) East "Academic" Commons outside of the Gym, (3) Inside the South Gym next to the Training Room, and (4) Inside the Fitness Center. All District Staff will be required to complete training on the use of the AED.

CPR

District employees are expected to have completed a CPR course once every four years. Staff members identified as part of the Emergency Response Team, Bus Drivers, and Head Coach/Sponsors are expected to have valid CPR Certification on file with the District.

IEP/MDT and the Role of the Teacher

State Law, through NDE Rule 51, requires that the "child's regular teacher(s)" play a participatory role in such educational Special Education conferences as listed and identified by local District administrators.

The Shelby-Rising City Public Schools Board of Education views regular teacher participation in such conferences as a legal and educational necessity. Further, the Board of Education views such regular teacher participation, as defined by its administrative staff, as part of the complete teaching role. Teachers shall conform to the necessary attendance and participation criteria as established by its administrative staff. The legal definition of "resource" programs centers on the concept of a "collaborative" effort between the classroom teacher, Special Ed. teachers, and other necessary staff to provide a "teaming model" for the I.E.P. development of identified students. Special service teachers (Resource, Special Ed., Chapter I, Speech, Counseling, PT, OT) bear no greater responsibility for this effort

than does the classroom teacher. This "collaborative effort" is required in state and federal statute, and is to be supported at the local level.

*This policy is based upon Title 92, Chapter 51, Sections 006.03 and 006.04 and 007.05.

Attendance is mandatory for teachers at any Special Education staffing (Multi-Disciplinary Team Meeting, Student Assistance Team Meeting, Individualized Education Plan Meeting, etc.) which involves his/her students.

Absence from Special Education staffings may be pre-excused by the Principal for professional or medical reasons. Other absences may be excused on a case-by-case basis.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing. Mailboxes are located in the Staff Workroom (Room 404).

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

E-mail will be sent to the @shelby.esu7.org as the official e-mail address for each district employee.

Intellectual Property

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

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Please refer to Board Policy Reference 410.06 and 415.06, this type of leave is considered "Other" when using Bamboo HR.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for turning off all lights.

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

Leave Requests

Leave is requested using the online system called BambooHR. All staff should use this system to request all leave from contracted time. Please refer to the Classified and Certified sections below regarding the amount and type of leave available to each employee.

Leave should be completed at least five days prior to an absence, unless an emergency or illness occurs. In that case the staff member should enter the leave as soon as possible.

Leave is not permitted until it is approved. You will receive notification of approval/denial through your e-mail. Leave submitted without a reason or substitute may be denied.

Leave will not be granted for dates referred to as "Black Out" dates by administration due to the timing or importance of certain events.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms are available on-line from a link on the District Website (www.shelby.esu7.org).

Meals Program & Lunch

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria, cost is listed in **Appendix C**. Staff members must deposit funds in their lunch

accounts before purchasing meals. Staff members will not be allowed to run a deficit (or have very little) when it comes to paying off their bill.

Students have “closed” campus. Teachers (Staff) are not required to stay on site during your lunch and will not need to sign out. It is expected that you follow your regular lunch period when leaving campus. If you leave campus please be back to campus prior to the end of your assigned lunch, even if it is followed by a planning or open period.

Lunchroom procedures are available in **Appendix P**.

Military Leaves of Absence

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

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board’s policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child’s birth. Room 117 (former Nurse’s Office) will serve as the milk expression room and will also have a small refrigerator available for that purpose only.

Nebraska Criminal Code Reporting Requirements

Nebraska Statute 79-293 requires reporting violations of the Nebraska Criminal Code by students or employees. Employees should contact their principal or superintendent when the incident occurs on school grounds, in a school vehicle, or at a school-sponsored activity or event. Liability for failure to report falls upon the individual. Nebraska Statute 79-267 defines grounds for long-term suspension, expulsion, or mandatory reassignment for violations. Nebraska Statute 28-902 makes failure to report injury of violence a class III misdemeanor.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and

maintain cordial relationships with local media outlets. The District employs the use of Thrillshare by Apptegy to publish news directly to our website, mobile application, and social media accounts – all certified employees have access to this for publication of school related news.

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

Communicating information about our schools to the public is one of our most important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Please check with the office to determine if some students have restrictions placed on use of their name, picture, or other directory information in press releases, newsletters, or on social/digital media.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter which report recent classroom activities and emphasize positive aspects of the district's mission.

Notification of Arrest, Criminal Charges, Licensure or Child Abuse Complaints, Etc.

Employees shall notify the Superintendent by the next working day after the employee is arrested, ticketed, or issued any form of criminal charge for committing an offense, crime or infraction.

The above notification and reporting requirements herein apply if:

1. The maximum penalty for the crime equals or exceeds seven days incarceration; or
2. The crime relates to abuse, neglect or endangerment of a minor, or a minor was allegedly a victim or a witness; or
3. The crime relates to misuse of drugs, alcohol or controlled substances; or
4. Job responsibilities are impacted including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Shelby-Rising City Public Schools;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or

- iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL; or
- 5. The crime relates to alleged violence, force, coercion or sexual misconduct; or
- 6. The arrest or criminal activity occurs while an employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function, or in a school owned or utilized vehicle.

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

Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify the Superintendent of the disposition of any such case or matter.

Employees shall also notify the Superintendent by the next working day after the employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Nebraska Department of Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Employees shall also notify Superintendent by the next working day after the employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

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

Legal documents relating to criminal charges, arrests, and child abuse complaints shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify the Superintendent as required under this policy may subject the employee to disciplinary action, up to and including termination.

Outside Employment (Board Policy 403.06)

No teacher or other school employee may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the School District unless the terms of employment by the Board of Education provide for such other employment during the term the individual is to be on full-time duty with the Board of Education in accordance with the contract of employment. However, provided there is no interference with school duties, school employees may engage in occasional employment or carry on occasional business transactions for profit outside of school hours and on school holidays.

If regular basis or of frequent occurrence, the school employee shall submit a request to the Board of Education, through the Superintendent, to carry on such outside activities. The request shall show the hours and times of the day and week to be devoted to such activities, the rate of pay or expected income, location and nature of the activity, and similar pertinent information. If the Board grants permission, such employment or business activity may then be undertaken by subject to the general requirement that it in no way interferes with full discharge of school responsibilities.

Paid leave may not be taken to conduct work or training related to outside employment or business activity.

School & Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form (Google Drive – Forms) to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. The District has several vehicles available for transporting students and staff to school activities or professional conferences. Use of a personal vehicle to transport a student requires administrative approval and should not be done when a school vehicle is available. Staff members that choose to use a personal vehicle when a school vehicle is available may not be compensated for mileage or driving expenses.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office,

provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

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

Post Office/Mail

The district will pay postage for necessary mailings from district personnel for school business. If the mailing is large, the employee should have administrative approval prior to sending. Mail goes out everyday at 3:30pm, if you have mail that needs to go out before the end of the day please let office personnel know. Do not send personal mail from the school.

Principal's Role

The Principal is the immediate supervisor of all certified and classified staff involved with his/her grade-level students. The primary responsibility of the Principal is to manage the day-to-day operations of the grade-levels they are assigned within the guidelines set forth in District Policy, Nebraska Department of Education regulations, and accompanying procedural handbooks. A key element of those operations is supervising instruction through the established evaluation procedures of the school district. It is the Principal's responsibility to supervise after school events held with their grade-level students and to work cooperative with other District Administration to properly cover required supervision assignments. Interaction and collaboration with all district stakeholders is expected to accomplish the District Mission. Principals must hold a valid Nebraska Administrative Certificate.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Use of social networks is detailed in board policy 403.07.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, and is not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Additional information regarding staff contact with students can be found under board policy 402.15.

Professional Development (Outside of the District)

Opportunities for professional development outside of the District will be considered "Professional/Activity" leave when approved and sponsored by the School District. A staff member who chooses to attend a professional development opportunity not approved or sponsored by the school may do so by using their "Paid Leave" option.

When a staff member attends an approved, school sponsored PD outside of the District:

- The District will pay for the substitute. If substitute stipend is provided it should be sent to the District.
 - Any stipend received by the employee during contract time must be forwarded to the school if "Professional Activity" leave was used.
 - No stipend may be accepted in the attendance was required as a duty related to your position in the District during contract time.
- The District will pay for the registration fee if reasonable. Failure to discuss this with your Principal or Supervisor may result in a pay deduction for your portion.
- Lodging will be based on distance, number of conference days, and the conference schedule. Lodging choices should be made based on cost and location, not automatically at the conference site. If staying overnight it should be cleared through your Principal or Supervisor if it will be at the District's expense.

- Direct billing should be used when possible so reimbursement isn't needed.
- In all cases, the Business Manager (Mrs. Ada Noyd) should be notified of the dates, hotel, conference, and which staff members stayed prior to attendance. If the hotel provides a receipt it should be forwarded as well.
- The District will reimburse for meals when not provided as part of the conference. Meals during travel will not be reimbursed. Detailed receipts are required and the rate of reimbursement are as follows:
 - Up to \$20 for one meal at a single day conference if not included.
 - Up to \$50 per day for meals at overnight conferences, full day, if not included.
 - If meals are included for part of the conference on a multiple day conference or the staff member arrives the night before, the \$20 per meal limit will be used.
- District transportation may be used and carpooling is required when heading to the same conference. Staff members that elect to use their own personal vehicle will not be reimbursed for mileage. Staff that must use their own personal vehicle to attend may submit a form for mileage reimbursement.

Professional Growth

All employees must complete 96 points over six years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

The professional growth policy and points chart is determined through SRCEA and School Board negotiations. A detailed copy is available in **Appendix D**.

Purchasing

All requisitions (Purchase Order) for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the shared Google Drive – Forms folder. Orders should not be placed until the district office has returned a signed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be

personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

This process is to be followed for all purchases using school funds (includes general fund and activity accounts). You may reference board policy 400.14.

Records and Reports

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Safety Plan

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. All employees will participate in mandatory training related to the safety and security plan. The plan is in **Appendix K**.

All employees are required to have a visible identification badge issued by the District that should be worn during the school day and while supervising school events/field trips on or off campus. The current year ID badge is required.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal or activities director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the principal or activities director. The Activities/School Calendar is available on the District Website (www.shelby.esu7.org).

School Property (Use of)

School property is not to be lent to individuals except by permission of the superintendent. Staff wishing to use school equipment should talk directly to the superintendent. Use of consumable supplies is not permitted.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar. *Reference is board policy 1006.01.*

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

Seclusion and Restraint Policy

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion.

1. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body. Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

- A. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- B. as reasonably needed to maintain order or to prevent or break up a fight;
- C. as reasonably needed for self-defense;
- D. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
- E. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
- F. as reasonably needed to escort a student safely from one area to another;
- G. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
- H. as reasonably needed to prevent imminent destruction to school or another person's property.

2. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student. Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

- A. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
- B. when using seat belts or other safety restraints to secure a student during transportation;
- C. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- D. as reasonably needed for self-defense;
- E. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

3. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different from in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving. Seclusion of a student by school personnel may be used in the following circumstances:

- A. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
- B. as reasonably needed to maintain order or prevent or break up a fight;
- C. as reasonably needed for self-defense;
- D. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
- E. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and
 - 1) the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 - 2) the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
 - 3) the confining space has been approved for such use by the local education agency;
 - 4) the space is appropriately lighted, ventilated, and heated or cooled; and
 - 5) the space is free from objects that unreasonably expose the student or others to harm.

4. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different from seclusion.

Isolation is permitted as a behavior management technique provided that:

- A. the isolation space is appropriately lighted, ventilated and heated or cooled;
- B. the duration of the isolation is reasonable in light of the purpose for the isolation;
- C. the student is reasonably monitored; and
- D. the isolation space is free from objects that unreasonably expose the student or others to harm.

5. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

6. NOTICE, REPORTING AND DOCUMENTATION

A. A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include:

- Name of the student;
- Name of the staff member(s) administering the physical restraint or seclusion;
- Date of the incident and the time the restraint or seclusion began and ended;
- Location of the restraint or seclusion;
- A description of the restraint or seclusion;
- A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- A description of the behavior that prompted the use of restraint or seclusion;
- Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
- Information documenting parent contact and notification.

B. Notice to Administrators

The principal or designee shall be notified of the incident as soon as possible, but no later than the end of the same school day.

C. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

D. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the

incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

- 1) the date, time of day, location, duration, and description of the incident and interventions;
- 2) the events or events that led up to the incident;
- 3) the nature and extent of any injury to the student; and
- 4) the name of a school employee the parent or guardian can contact regarding the incident.

Security

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

Staff members who use the building after it has been locked by the custodian (4:00pm) or on weekends, are responsible for turning off all lights (including hallways, gymnasiums, and locker rooms) and locking all windows and doors that they or students under their supervision may have used.

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

The District uses security cameras and digital key FOB's as a part of the overall security plan. Misuse, tampering, or damaging security devices may result in termination from the District.

Sexual Harassment

It shall be the policy of Shelby-Rising City Public Schools District No. 72-0032 (the District) to prohibit sexual harassment of employees, applicants for employment, and students, on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts, as are set forth in this policy, occur on such premises, the Superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish, as appropriate, any violations of this policy, or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

Further information regarding reporting, investigations, and definitions can be found in *Board Policy 404.06*.

Smoking on School Premises or at School Activities

Smoking, including The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Solicitation and Distribution of Merchandise

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

Staff Development Days (In-Service)

These professional development days are included in the teacher's 185-day contract. Certified Staff is required to attend and classified staff will be notified of their expectations. Absences will be treated as if it were a regular teaching day and are discouraged unless absolutely necessary.

Staff is not permitted to use personal/paid leave for professional development days marked as "Black Out" days. Absences in some circumstances may be permitted, but may result in a pay deduction and treated as unpaid leave.

Staff Mail/Work Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition. Necessary supplies for teachers will be available in this location. Equipment should not be removed from the workroom.

Student Assistance Team (SAT)

The SAT team shall be composed of staff members within the District or within a building in the District who utilizes problem solving and intervention strategies to assist the teacher in the provision of general education. The Student Assistance Team will meet regularly unless it is determined that a special meeting will be called. Each SAT Team will be headed by the building principal. The Superintendent is currently the Section 504 Coordinator.

Permanent members of the team include:

Guidance Counselor, Special Education Teacher, & Principal for that building level.

Two secondary teachers and two elementary teachers will be a part of their respective teams. One secondary and one elementary teacher will be replaced each year. In Section 504 cases, regular classroom teachers will be required to attend meetings at the request of the 504 Coordinator.

Referral forms for both the 504 and SAT are available in the Google Drive under Staff Forms - SRC.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator and counselor.

Supervision of Students

Proper supervision of students is an important responsibility for all employees. Staff should review the four P's for student supervision and safety available in **Appendix H**.

Telephones/Cell Phones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members (and students) may not use personal cell phones to make or receive calls, to send or receive text messages, or access applications/internet during instructional time. If an emergency requires you to need your cell phone during that time, it should be communicated to your building Principal.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

The Threat Assessment Team shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

All information or official release regarding a situation should come from the superintendent or his/her designee. Staff members are not to provide any information to other staff members or to the public without permission.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director or building principal of who will be taking their place. A payment schedule for additional duties is available in **Appendix E** and the form to request payment is available under the Google Drive – Forms, extra duty.

Transportation Request Forms

Staff members must complete transportation requests as soon as they know they need school-provided transportation to allow the activities director and/or transportation director adequate time to schedule drivers and vehicles. Permission of the building Principal is required for all trips prior to completing the request.

A request can be made using the form located on the school website under the "Staff" tab or by e-mailing the transportation director. A Google Calendar is available for all staff to check van availability and potential conflicts.

NSAA and Conference Activities should already have scheduled transportation, but in all cases, please confer with the activities director regarding your vehicle needs.

When conflicts arise, the priority will always be given to those activities involving/transporting students.

Video Surveillance

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws,

the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- sales people and other such agents will not be allowed to solicit staff members during school hours.
- visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district does direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the bookkeeper. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced using our **Thrillshare by Apptegy** mobile application and alert system, notifying TV Channel 10/11 (Lincoln), on our social media, and through our school e-mail. Additional postings will be made if time permits.

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. Staff members 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.

When a late start is determined, all student activities before school are to be canceled. Staff would report as directed or by the same amount of time in the late start (i.e. two hours). When an early dismissal due to weather is determined all after school and evening activities will be postponed/canceled and staff will be permitted to leave after students are gone. When school is canceled all day due to weather, no activities will be held prior to noon that day and notification of other scheduled activities will be made at the discretion of the Superintendent. (Board Policy 905.08) Notification of which staff are to report will accompany the cancellation information.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action by the administration that includes discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences and Leave

The definition and accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Paid Time Off Leave

Certified staff members have (11) eleven days of paid time off each school year. In all cases this leave requires administrative permission to use. It is encouraged that certified staff use leave in cases where it would have the least impact on student instruction, except in cases of illness or emergencies that are unavoidable. This leave is used for all absences not listed below and will require an explanation.

PTO leave exceeding three (3) consecutive days will only be granted for medical or emergency situations. Refer to FMLA leave for those circumstances that would be considered.

Staff members are responsible for finding their own substitute from the approved list (Google Drive), filling out the leave form (online), and if less than 48 hours notice, call or talk to your immediate supervisor/principal. Substitutes must hold a valid Nebraska Teaching Certificate and be on our approved list of substitutes.

At the end of each school year, a teacher who has 30 accumulated days will be paid \$25 for any of the 11 unused days for that year. This will be in the employee's June paycheck.

2. Personal Leave

The District does not offer Personal Leave. "Personal" may not be used as a reason for taking leave.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops, and other activities that will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if you are unable to secure the services of a qualified substitute or if the

principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

4. Bereavement Leave

Bereavement Leave: All regular full-time employees will be eligible for bereavement leave in the event of a death in your or your spouse's immediate family. Immediate family is defined as; Spouse, Children, Parents, Brothers, Sisters, Aunts, Uncles, Grandparents, Grandchildren, Parents-in-law, Son-in-law, Daughter-in-law, Brothers-in-law, Sisters-in-law, Grandparents-in-law, Stepchildren.

The maximum bereavement leave will be three (3) days, including travel time, per occurrence. If additional time is needed or requested, PTO leave or leave without pay may be used with your supervisor's approval. If additional leave is required for bereavement, the teacher may apply for additional days from the Emergency Leave Bank (**Appendix M**) or additional days may be granted at the discretion of the superintendent.

5. Accumulated Sick Leave

The unused portion of the 11 leave days shall be accumulated from year to year to a total of 30 days. These accumulated days will be designated as sick days. Each school year, each teacher shall use the eleven (11) paid leave days before being allowed to use the accumulated sick leave.

Employees will be able to use their accumulated sick leave for illness, doctor's appointments in their immediate family that shall include spouse, children, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, and anyone living in the household under your care.

6. Consecutive Absences (Sick Leave)

After five days of consecutive absence, the Board of Education through the Superintendent, may request a doctor's written statement outlining any continued need for time off, including the probable time of return to work. After an absence, due to illness, the employee may be asked to sign a statement saying that the absence was due to illness.

7. Long-Term Absences (Medical/Maternity)

Long-term absences can occur for many reasons and are usually related to medical or maternity. When a long-term absence is likely,

you should meet with your immediate supervisor and then contact the Superintendent regarding your available paid leave and accumulated sick leave. You should also refer to the Family Medical Leave Act (FMLA) to be sure you qualify and understand how that impacts your request. The District will allow staff to use their paid leave and accumulated sick leave for up to twelve calendar weeks of long-term leave. If an employee does not have enough paid days, they will be granted a pay deduction equivalent to substitute pay for contract days they are absent during the first six weeks. Long-term leave in excess of six calendar weeks with no PTO will be treated as unpaid contract days.

8. Full-Time Substitute

The District, when employing a full-time substitute, requires that this person be assigned the first substitute position each day one is required for a teacher. It will be the teacher's responsibility to verify and notify the full-time substitute of the assignment. If multiple teacher absences occur, the full-time substitute's assignment can be modified to best fit the assignments needed. If the full-time substitute is not assigned a teacher sub position, they may be used to sub for a paraeducator.

9. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in a reasonable to find location. The folder must contain:

1. Teacher's schedule
2. Class rosters and seating charts
3. Classroom rules, regulations, and daily routine
4. List of helpful, trustworthy students for each period/class
5. Extra activities/assignments in the event that the substitute has extra time
6. Location of lesson plan book, grade book, texts (including name and color)
*Should include detailed Lesson Plans for the substitute to follow.
7. Student aides, times they will report, and duties
8. Substitute teacher checklist
9. Any other information that would be helpful for the substitute
10. Early dismissal and late start schedules
11. Master schedule – including lunch time
12. Classroom procedures
 - a. beginning of class
 - b. tardies and absences
13. Procedures: Fire, Tornado, Evacuation, Lockout, and Lockdown
14. Disciplinary behavior procedure
15. Building contact personnel (Principals, Office, Nurse, etc.)

16. Location of this handbook as a reference

Assemblies

Classroom teachers and paraprofessionals must attend assemblies, pep rallies, or any all grade/school assembly and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks / Student Planners

Assignment Notebooks/Student Planners are the students' make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, distance learning class supervision, lunch period and other noontime duties, and athletic events.

Benefits (Insurance and Annuities)

Certified staff, per the negotiated agreement, receive health and dental insurance with the District paying 100% of the premiums. Questions regarding the policy should be directed to the District Business Manager.

Certified staff are also eligible for disability insurance, tax sheltered 403B plans, flexible spending accounts, and supplemental insurance products at their own expense. The district will provide payroll deduction options.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be up-to-date, on file, and registered with the Superintendent before they may legally be paid. It is the certified staff

member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

The District will issue contracts or notify teachers of their status for the ensuing year by April 15th annually. Once contracts have been signed and returned for the ensuing year, requests for release from contract shall be handled as follows:

A request received on or before May 1 from a teacher for a release from his/her teaching contract for the upcoming year shall be considered based upon the individual circumstances involved in the request. The Board of Education may elect to approve or deny such requests.

A request received after May 1 from a teacher for release from his/her contract for the upcoming year will be approved only after the hiring of a suitable replacement. Suitability of the proposed replacement shall be at the Superintendent's discretion. The Board may elect to approve or deny any such request.

Cheating

CHEATING: Copying someone's work and passing it off as your own original work or allowing your work to be copied by someone else who then passes it off as their own original work. *(The student may, in writing, appeal any loss of credit due to cheating to the Principal. That decision will be binding.)*

- a. Each Offense: Office Referral Form shall be completed and turned into administration immediately. Student(s) will be responsible for learning and will redo assignments in a timeframe and with parameters provided by administration. Additional administrative action may be taken.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Any fees or damages due to the district will be withheld from the June paycheck if not paid.

Teachers may retain their school keys, laptop, and iPad for use over the summer if they intend to return for the following school year.

Class Records

A class record is the school's official record of matters relating to each student in each teacher's class. It will be maintained in electronic form using **Power School** and must be complete in scope and accurately maintained. Teachers should also keep a printed copy for their own records and as a backup. All classroom teachers are required to keep class records that list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their records into the building office. Records are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Our District uses the PBiS model for discipline. Information is available on pages 58-59 of the Student Handbook. Teachers will be required to follow the consequences and reporting requirements of the program to ensure consistent enforcement and accountability for students in all grade levels.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange

parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Additional student discipline information is available on pages 48-57 of the Student Handbook.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close & lock the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas. This applies when normal instruction is occurring.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents about any pupil whom they suspect of having been exposed to any infectious or contagious

disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Shelby-Rising City Schools, unless otherwise instructed. Certified staff must submit a financial accountability summary when they turn funds into the office. The summary should include the amount, date, organization, what it is for, and the sponsor's signature.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization may give merchandise to students who have made proper payment only.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community. Board Policy on Community Involvement can be found in section 1000.

Disclosure of Staff Qualifications

The Every Student Succeeds Act (ESSA) gives parents/guardians the right to obtain 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 ESSA.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use it during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents/guardian, the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film strip clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.

- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

For the 2023-2024 school year the Eligibility Policy will be set forth by the Building Principal in collaboration with the secondary certified staff and will be reflected in Board Policy 506.01R1.

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If personal vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

A student may participate in an educational field trip off school property without written permission from his or her parent or guardian. A parent may withdraw a student from participation in educational field trips with no penalty to the student.

Staff are strongly encouraged to attend and support student participation in a variety of school activities, games, and contests.

Student Safety Drills

Early in the semester review instructions for leaving the classroom with all of your students. Classroom teachers should periodically review with each class about what to do in case of fire, tornado or other emergency. Additional information is available in the Safety and Security Plan.

1. Fire Drills (Evacuation)

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

Evacuation information should be posted by the door of your classroom or office.

2. Tornado Drills (Shelter)

When a tornado warning has been issued, the school will evacuate classrooms and move students to the basement (or lowest level) of the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once.

Shelter information should be posted by the door of your classroom or office.

3. Protocol for all Evacuation From Site

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.
- 5) The appropriate informational sign outside the classroom door.

4. Lockout / Lockdown

A **lockout** is called when an exterior threat exists in the area of our school. No one will be permitted to enter or exit the building during this time. Classes and other activities will be conducted as normal inside the building. Law Enforcement will be present on campus during a lockout.

A **lockdown** is called when a treat exists on our school campus or inside the building. All students and staff should seek immediate shelter in their room or nearest room, lock the door, turn off lights, and secure window shades.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers and staff members as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. The teacher evaluation rubric aligned with the Nebraska Framework and Marzano Instructional Strategies is available in **Appendix F**.

An additional resource is available in *Board Policy 406.08*.

Examinations

Teachers are allowed but not required to give comprehensive quarter and semester tests. Teachers will determine an appropriate way to measure student learning at the end of a grading period. Ideas could include but not be limited to the following: Tests, Projects, Reports, Papers, Essays, etc. The administration can agree with the teacher's decision, or require a different plan be followed.

Faculty Meetings

Grade level (PK-5 and 6-12) staff meetings will hold a monthly meeting that will take place at the end of the month. The staff will be informed on the date in advance to when the meeting will be held. The superintendent and/or principals will call additional meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property must submit a request to the building principal at least ten calendar days prior to the date of the requested activity and follow board policy 607.05 listed below:

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending in a single class period.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Parents should be given the option to withdraw their student from participation in the

field trip. The superintendent's approval will be required for field trips outside the state. Board approval will be required for field trips which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The employee will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Grading Policy

Grades are kept using PowerSchool. At no time should a student's course grade be more than five (5) days behind. Teachers should keep regular, detailed assignments and scores entered into the grading program.

Grades should be updated each Monday by 8:00am.

Students who are receiving a cumulative course grade of a "D" or "F" for more than a week should have their parent(s)/guardian(s) contacted by the teacher and such communication should be documented.

Grades are given as a letter or percentage as requested by the building principal. No incomplete or conditional grades will be given, but grades may be changed by request of the classroom teacher to the principal.

A student is to be graded on academic performance (authentic assessment).

A student's grade is not to be reduced for discipline or attendance.

Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student. Starting with the school year 1997-98 it will no longer be acceptable to determine a student's grade in a required class by his/her participation in a performance held outside the normal school hours. All grades will be determined by the teacher using an appropriate procedure based on class objectives met by the student during the scheduled class time and the completion of all homework assignments. ***Students will not be required to make up (or penalized for) "participation" grades when absent for school activities. This does not include a project deadline or assignment.***

Dual credit courses are graded on the Districts Grading Scale and included on your transcript and GPA. College credit only courses are not reflected on a student's transcript or GPA.

At the conclusion of each quarter, students will receive an end-of-quarter report card that is generated from grades entered into PowerSchool.

The District Grading Scale and Grade Point Average calculations can be found in Appendix G. *Board Policy reference 611.05 and 611.06.*

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning and should follow the best practices guidelines adopted by the District. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources. Staff is discouraged from assigning “busy” work as homework in order to fill the grade book.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films, videos, and online content should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students. Use of full-length movies for instructional purposes is discouraged.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan. These plans must be written so that they are clear to any substitute teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. The lesson plans of all classroom teachers are subject to review by the administration at any time.

Curriculum Trak should be used to create all lesson units and daily plans. Alternatives to Curriculum Trak, relative to lesson plans, may be made by individual building principals.

Curriculum Trak must identify instructional objectives, instructional methods, assessments, resources, and alignment to standards. Additionally, teachers may be asked to include general direction that might be followed by anyone who might be called upon to teach the

classes.

Weekly lesson plans are due the first day of school week.

Media Center - Library

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center within the guidelines set forth for each building. The media staff may send disruptive students back to class or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Classroom teachers may send individual students to use the media center during class time with a written pass. Guidelines:

- A. Each library pass should indicate the student's purpose for going to the library.
- B. The librarian may request students to return to class when they have completed their tasks.
- C. Students should request to visit the library no more than once during a period.
- D. Students are not to come to the library unsupervised to:
 - 1. Do make-up work
 - 2. Work in groups
 - 3. Make-up tests
 - 4. Do daily homework

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by contacting the media specialist.

The Media Center is also shared with our community. Be mindful of activities you schedule for the media center that may impact those patrons. For security reasons do not prop open the blue door between the media center and the school.

Mentor/Mentee Program

The District conducts a formal program for new employees, who are assigned a mentor from our experienced staff. Teachers new to the profession are mentored for two years and those new to the District are mentored for one year. Mentors are provided training and guidance prior to the school year.

Multicultural Education Requirements

Teachers are required to provide evidence of multicultural lessons that meet the philosophy and goals set in Board Policy 604.04. Each teacher will submit evidence of those lessons by completing the form available on the district's website under the "Staff" tab.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume sole teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work. Para-educators are to work only on their assigned workdays and within their assigned hours. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval. (Additional Information under "Classified Only Section")

Appendix Q details legal provisions regarding the use of teacher aides (Para-educators).

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and document any areas of concern. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Students who are receiving a cumulative course grade of a "D" or "F" for more than a week should have their parent(s)/guardian(s) contacted by the teacher and such communication should be documented.

Parking

Staff members have designated parking areas on campus. Staff should not park in the Library/Fitness Center parking area during the school day. If

attending activities please park and use an alternate entrance to the building to free up parking near the door for others attending the event.

No parking in the bus drop off and pick up areas located directly in front of the building or on the south side of the competition gym. Those are designated bus zones and handicap drop off areas.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor and students.
5. Review the Board Wellness Policy before allowing food or treats to be brought or served at the party. *Board Policy 508.13*

Personnel Files

Any employee of Shelby-Rising City Public Schools shall upon his/her request have access to his/her personal file but may not have access to letters of recommendation or to sets of confidential credentials which are a part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access to such files nor shall the contents thereof be divulged in any manner to any unauthorized person. Official personnel files for all District employees are kept in the office of the Superintendent.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, using the Fitness Center or pursuing non-school hobbies and/or interests. If you must leave the building during this time you must sign out and may be required to use leave.**

PowerSchool and PowerTeacher

All teachers/classroom aides will be required to use PowerSchool and

PowerTeacher. Attendance will be taken as follows: Elementary – at the beginning of the morning; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session.

Certified staff who have trouble/problems with PowerSchool/PowerTeacher, should contact Matt Carley, our technology director.

Teachers are only permitted to share student information from PowerSchool with certified district employees, custodial parents, or individuals with educational rights.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in the school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupil Records

1. Each classroom teacher must keep accurate records of daily class activities which may include recitations, assessments, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Reporting When School is Closed

When school is closed due to inclement weather, certified staff should be prepared to be in attendance if requested. This will be determined on a case-by-case basis.

Building Principals, the Superintendent, and other designated employees should expect to report, if possible, to ensure students are not brought and dropped off at school inadvertently.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies. (Refer to Board Policy – 400 Section)

Salary Schedule and Placement

The salary of each teacher covered by the Negotiated Agreement shall be determined by the salary schedule (**Appendix N**). Teachers employed full-time under this agreement will be required to work per *Board Policy 400.01*.

When hired teachers shall be credited with all previous teaching experience and placed on the schedule according to their degree level. All pre-existing hours that are allowed for schedule placement must be declared and verified at the time of initial employment.

Horizontal movement on the salary schedule is done based on approved and completed graduate credit hours toward a Master Degree program (beyond BA+9). To apply for graduate hour approval and movement, you must submit the form (Google Drive – Forms) to the superintendent by May 1st of the prior year. Official transcripts are required before salary placement will be completed.

Vertical movement is in direct accordance with experience in the district plus credited prior teaching experience.

School / Contract Day

All certified staff must be on duty between the hours of **7:45 a.m. and 3:45 p.m., Monday through Friday**. On duty is defined as (1) accessible to staff/students/parents in your classroom or office, (2) attending a school meeting, (3) supervision duties, or (4) attending to other professional duties not covered above.

On Fridays and days preceding certain holidays or vacation periods, certified staff may be permitted to leave 10 minutes after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach prior to 8:30 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent or designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student activity handbook. Purchasing of supplies must be approved by the activities director and/or superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in (or outside) the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member 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 certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys will NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day, and in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Additional reference on *pages 6-9 of the Student Handbook*.

Student Attire

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. In addition to the above guidelines, the school will not approve the following items and/or method of grooming. This list is not inclusive of all items that may be excluded:

1. Clothing which is soiled, torn or ragged.
2. Bare feet
3. See-through clothing or clothing that is excessively revealing such as bare back, low cut or mid-riff, tank top with deep armholes, shirt unbuttoned to show sport bra underneath, muscle t-shirts, halter tops, mesh tops, strapless tops, and abbreviated miniskirts or shorts or any other type of clothing that exposes undergarments.
4. Articles which could cause damage to individuals (ie. chains).
5. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco or drugs, logos and trademarks, or carry derogatory or sexual connotations, or shirts with emblems, wording or phrases which are considered to have "double meanings" or other objectionable material.
6. No hats, caps or sunglasses will be worn in the school building school hours.

7. Coats intended to be worn as outerwear may not be worn inside the classroom.
8. No undergarments are to be showing.
9. Clothing identified by police and other law enforcement agencies that are associated with gang's i.e. sagging pants, long baggy coats, specific colors associated with a gang, or bandanas.

Students who are not in compliance with the dress guidelines will be sent to the office. In instances of inappropriate dress, students will be asked to change into a school appropriate garment provided by the school or will be sent home to change. Violation of the dress code will result in the following disciplinary action:

1st Offense - Written warning and school-provided change of clothing

2nd Offense - Notification of Parents and a 30 minute detention

3rd Offense - One (1) day In-School Suspension and Parents notified

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or office immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse or trained personnel may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Additional rules regarding Medications can be found in the *Student Handbook* on pages 26-27 and *Board Policy 508.02*.

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. The District will pay a Shelby-Rising City staff member to take a class period or study hall if a substitute teacher cannot be employed. The District will pay the amount of the number of class periods as determined by the Board before each school year. The Principal will make and approve necessary arrangements for Teachers to take another's class or study hall. Teachers will submit their bill for teaching additional classes at the February and June Board of Education meeting. **Note:** This applies to teachers with one (1) assigned planning period only. (Board Policy 411.01)

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Prior to incorporating or teaching controversial topics or resources the teacher should review *Board Policy 606.01* and seek council of the building Principal or Superintendent.

Textbooks

Classroom teachers will issue textbooks to the pupils when required for class, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Selection of new textbooks requires a review of the board of education, curriculum committee, and the district administration. Selection of new textbooks rotates by content area and teachers will be notified in advance of adoption years and cycles.

Textbooks are defined as either a copyrighted bound physical book or an electronic form of a textbook available online or downloaded to a digital device.

Additional references can be found in Board Policy 302.04, 402.03, and 1005.03.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. The duties to be performed by an employee with the District shall be subject to assignment by the superintendent. Job descriptions, where available, provide additional information about the position duties. An employee will be expected to devote full time during days of school to the employee’s position and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

Benefits

12-Month full-time employees are eligible for Tier One (Single) Health/Dental Insurance equivalent to the single insurance offered to certified staff and 100% of the premium will be paid by the District.

9 and 10-Month full-time employees are eligible for the Tier One (Single) Health/Dental Insurance equivalent to the single insurance offered to the certified staff. The District will pay 33% (9-Month) 50% (10-Month) of the premium cost and the remaining amount will be equally deducted from the employee’s payroll over the months they receive a paycheck from the District.

Full-time is defined as an employee who works on average 30 or more hours per week over any three-month window of employment.

Insurance benefits end the same day an employee or the district terminates employment.

Category Definition

Each classified staff person falls into a defined category that determines certain working requirements, benefits, and hours.

9-Month Employee: Paraprofessionals, Kitchen Staff, and Bus Drivers
10-Month Employee: Elementary Office, Lunch/Activities Bookkeeper
12-Month Employee: Maintenance/Custodial, Main Office Staff
Temporary Employee: Substitutes and Summer Staff

Holidays

9, 10 and 12 Month Employees will receive paid time off on the following holidays that fall during their contracted time frame: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

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

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

Hours & Dual Duties

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

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

Non-Exempt employees cannot be compensated for more than one paid assignment during any block of time. (Example – a Custodian who drives a bus: while performing the bus driver duties can not count hours toward custodial work time or be compensated for both during the same block of time.)

Route/Activity Drivers – A Driver cannot be paid for both duties at the same time. However, a route driver who drives an activity (at the request of the school) during their "normal" route time may be paid the *route rate* for the first 1½ hours of the activity trip and the remainder of the time will be compensated at the *activity rate*.

Overtime and Compensatory Time

Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor and the superintendent. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Non-exempt employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

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

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent and may not exceed 80 total hours per contract year.

Compensatory time must be used in the contract year it is accumulated and may not be accrued or carried over to future contract years. Unused compensatory time is not eligible for payment and the time is forfeited.

Paid Time Off Leave

9, 10, and 12 Month Classified employees (Except Bus Drivers) will receive **1 (one) paid leave day, or the hourly equivalent thereof, per full month of employment each school year** for illness or personal business that cannot be taken care of outside regular business hours and other events of personal significance. Employees must use the online leave system (BambooHR) to request leave. Leave must be approved in advance by the employee's immediate supervisor or the Superintendent. Each employee is responsible for finding their own substitute when necessary. There shall be no carryover (or accrual) of Paid Time Off Leave days from year to year. Classified employees shall be paid \$32 a day or \$4 per hour for any unused Paid Time Off Leave days at the end of the school year. PTO can only be taken on a regularly scheduled school or contract day. If an employee is terminated or resigns, Paid Time Off is accrued proportionate to the number of full months worked for that school year. An employee would have to pay back the District for paid leave they did not earn, but used.

PTO leave exceeding three (3) consecutive days will only be granted for

medical or emergency situations. Refer to FMLA leave for those circumstances that would be considered.

Classified employees do not have bereavement leave and are not entitled to compensation for a leave of absence exceeding remaining paid time off.

Professional leave will follow the same guidelines as certified staff. Classified staff are compensated a maximum of 8 hours for off-site professional leave regardless of travel or training time.

Additional leave covered in Board Policy: Military (415.07), FMLA (415.03R1), and Jury Duty (415.06).

Reporting When School is Closed

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

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

School cancellations will be communicated through our Thrillshare by Apptegy Communications Program, Channel 10/11 (Lincoln), District Social Media, and through District E-Mail.

Unpaid Leave

Every position in our School District plays a vital role in the effective operation of the school and in most cases directly impacts the educational services offered to students. The purpose of leave is to allow staff members to attend to unforeseen illnesses or unavoidable circumstances that can arise during the school year. Excessive absences of qualified and trained employees negatively impacts the School and students.

Unless the absence circumstances qualify under the Family Medical Leave Act, unpaid leave is not an option for employees without permission of the Superintendent.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded **5 paid days** of vacation leave provided for their job assignment.

All eligible classified employees will receive **5 paid days of vacation leave** at the conclusion of every sixth calendar months of employment beginning August 1st.

Employees may accrue up to **10 days** of vacation per 12-month period. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year (**not to exceed 10 total days**) to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall any employee receive additional days beyond the maximum accrual cap listed above. Classified employees shall be paid \$32 a day (or \$4/Hour) for any unused vacation days in the event of termination or resignation of employment.

Use of vacation days requires approval of the Superintendent.

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Administration

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ttejkl@shelby.esu7.org

Marcus Donner (MS/HS Principal)

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Turner Troffholz (AD)

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Appendix A – Building Bell Schedules

BELL AND LUNCH SCHEDULES

Regular School Day

1st	2nd	3rd	4th	5th	6A	6B	7th	8th	Advisor y
8:10 - 8:58	8:58 - 9:46	9:46 - 10:34	10:34 - 11:22	11:22 - 12:10	12:10 - 12:40 (Lunch)	12:10 - 12:58 (Class)	1:28 - 2:16	2:16 - 3:04	3:04 - 3:27
					12:40 - 1:28 (Class)	12:58 - 1:28 (Lunch)			

Two Hour Late Start (10:10am)

1st	2nd	3rd	Advisory	6A	6B	4th	5th	7th	8th
10:10 - 10:42	10:43 - 11:16	11:16 - 11:49	11:49 - 12:10	12:10 - 12:43 (Lunch)	12:10 - 12:43 (Class)	1:16 - 1:49	1:49 - 2:22	2:22 - 2:55	2:55 - 3:27
				12:43 - 1:16 (Class)	12:43 - 1:16 (Lunch)				

Early Out (1:25pm)

1st	2nd	3rd	4th	5th	7th	8th	6A	6B
8:10 - 8:45	8:45 - 9:20	9:20 - 9:55	9:55 - 10:30	10:30 - 11:05	11:05 - 11:40	11:40 - 12:15	12:15 - 12:50 (Lunch)	12:15 - 12:50 (Class)
							12:50 - 1:25	12:50 - 1:25 (Lunch)

(PRE SCHOOL DAY)

- 3 years old - 8:15 a.m. to 11:15 a.m. (Monday - Thursday)
- 4 years old - 12:10 p.m. to 3:10 p.m. (Monday - Thursday)
 - Friday morning - 8:15 a.m. to 11:15 a.m.
- NO PRE SCHOOL ON PD DAYS FOR STAFF (Wednesdays at the end of the month)

ELEMENTARY SCHOOL DAY

- 8:10 a.m. to 3:15 p.m.

SECONDARY SCHOOL DAY

- 8:10 a.m. to 3:27 p.m.

Lunch Schedules

- Kindergarten 10:50-11:20
- First Grade 10:50-11:20
- Second Grade 11:20-11:50
- Third Grade 11:20-11:50
- Fourth Grade 11:30-12:00
- Fifth Grade 11:30-12:00

- Secondary Lunch A 12:10-12:40
- Secondary Lunch B 12:58-1:28

Appendix B - Crisis Team Information

Statement of Purpose

The purpose of the Crisis Response Team at our school is to promote rational forethought as to how we might best respond to a crisis event. It is the goal of our Crisis Team to help both students and staff overcome difficulties they may face during times of emotionally high stress crisis situations. It is our goal to help reduce potential opportunities for additional crises to develop when tragedy strikes our school. The team will continually look for the best ways to serve the students and staff at Shelby - Rising City Public Schools during times of crisis.

Crisis Response Team

Marcus Donner (MS/HS Principal)
Mary Gillespie (Community)
Denise Humlicek (Nurse)
Zach Kubik (High School)
Abby Kuhn (Elementary)
Jon Recker (MS/HS Counselor)
Jennifer Schutt (Elementary)
Tucker Tejkl (Superintendent)
Heather Thompson (Elementary Principal)
Turner Trofholz (AD)
Kristen Wilton (Middle School)
Mallory Zelasney (Elementary Counselor)

For our purposes, crisis is defined as:
A generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

The person first knowing of a CRISIS will notify the Superintendent, Principal or a Crisis Team Member.

Before moving on the reliability of the report must be verified. A determination will be made, based on the evidence, whether or not to proceed with activating the Crisis Response Team's protocol.

Appendix C – Lunch Prices

Breakfast, Lunch Prices for the 2023-2024 School Year

Breakfast – Adult \$2.20

Breakfast – Student \$1.50

Lunch – Adult (Includes Milk) \$3.75

Lunch – MS/HS Student \$2.50

Lunch – Elementary Student \$2.35

Extra A-La-Carte/Additional Items:

*Students on free or reduced lunch will have to pay for these items.

Extra Milk \$.40

Seconds Main Dish \$.50

Seconds All Other (Fruit, Vegetable, Dessert, Roll) \$.40

Slushies – Extra Small \$.40

Slushies – Small \$.50

Ice Cream/Fudge Bars (Friday Only) \$.50

Novelty Items \$.40

Extra Condiments \$.15

Appendix D – Professional Growth

Policy:

Professional Growth: In accordance with Nebraska law, all permanent certificated employees shall be required, every six years, to give evidence of professional growth. Six semester hours of college credit shall be accepted by the Board of Education as evidence of professional growth, or in the alternative, a point system devised by and jointly administered by the Shelby-Rising City Education Association and the administration will be utilized to show evidence of professional growth. Standards for the point system shall be set and communicated annually to all certificated staff. A report of the status of each certificated employee, including a listing of growth activities submitted, with regard to points awarded and required shall be presented by a representative of the SRCEA to the Superintendent on or before September 1 annually.

Professional Growth Chart

Teachers on probationary contracts do not need to work at gaining growth hours. Tenured (permanent) teachers must begin meeting the requirements established through negotiations for professional growth procedures.

A teacher must record any workshops or college credit hours accumulated. These workshops must be above and beyond the in-service hours held as an outgrowth of a contractual requirement.

Professional growth may be gained in a variety of ways. Points for college credit and/or meetings, workshops, or other professional hours are totaled. One college credit has been assigned a value of sixteen (16) growth points; therefore the total number hours needed to meet the professional growth requirement has been established as ninety-six (96) points. Any combination of college credit hours and other allowed hours that total ninety-six (96) points shall be considered as satisfying the professional growth requirement. The required ninety-six (96) points may be earned in a single year or over a period of six (6) years.

Professional Growth Period

The Professional Growth Period refers to each six (6) year period during which permanent certificated employees are required to give evidence of professional growth. A permanent certificated employee begins his/her initial six (6) year growth period on September 1 in the year that he/she becomes a permanent certificated (tenured) employee, and ends August 31, six (6) years later. The beginning of the seventh year as a permanent certificated (tenured) employee starts the second six (6) year period.

Approval and Verification of Professional Growth Activities

Formal Class Work: Six (6) hours of college credit, graduate or undergraduate, earned at an accredited college or university shall be accepted as evidence of professional growth. The college credit should be closely related to teaching, and should enhance the skills of the teacher within his/her classroom. A transcript shall serve as evidence of credit earned and shall be maintained within the employee's personnel file. A college credit shall be the equivalent of sixteen growth points.

Other Activities: At least five (5) working days prior to attending or participating in a professional growth activity, the employee shall notify his/her respective principal of the employee's intent to participate in that activity by completing a Professional growth Activity Form (a copy is attached as Appendix D). All professional growth activity requests must be approved and signed by the respective principal prior to the start of the activity. The Professional Growth Activity Form will include the number of growth points allowed for the specific activity. The respective principal may, upon discretion, request substantiating evidence of the completion of the activity. This requirement may be accomplished in a variety of ways such as: written reports, presentations, etc.

Acceptable Professional Growth Activities:

- Auditing Courses - One semester hour equals eight (8) points.
- Professional Meetings/Service (10 points per full day of service prorated for partial days)
- Curriculum Conferences and Conventions (related to reaching assignment)
- Workshop, externally sponsored and not a contractual requirement
- Service on Nebraska Department of Education Advisory Committee, on school or college accreditation teams, or other professionally related commISS1011S
- Demonstration teaching and/or presenting in-service programs to colleagues within or outside the district Enrollment in adult education classes, if the subject is relevant to the employee's teaching area - 10 points per completion of class.

Other Approved Activities:

- Supervision of student teachers -Nine (9) points per student teacher
- POINTS PER ACTIVITY -Actual points awarded determined by mathematical average of points requested by the teacher and points recommended by the principal.
- Research
- Educational travel directly related to teaching area and college or professional organization sponsored
- Publications in professional journals or other educationally related publications.
- Special voluntary school district activities and/or in-service programs, which occur before or after the school day or the school year.
- No credit will be allowed for the following:
 - a. Attendance at NSEA Delegate Assemblies.
 - b. Local meeting of all teachers.
 - c. Meetings called by the principal(s) or by other administrative members.
 - d. Workshops and in-services attended which are part or required in-service days or is an outcome of a contractual requirement.
 - e. Fulfillment of other requirements, which are normal obligations of employees

Appendix E – Pay for Duties

Duty Pay – Home Events
ALL EXTRA DUTIES ARE PAID
\$30 PER ACTIVITY.

Volleyball

Scorekeeper and P.A. system
Lines people
Libero Tracker
Clock/scoreboard operators
Ticket takers

Football

Announcer and P.A. system
Ticket takers
School building supervisors (restrooms)
Extra Cashier

Basketball & Wrestling

Clock/scoreboard operators
Scorekeeper and P.A. system
Ticket takers

Track

Will be determined based on the responsibilities needed at each home track meet.
Ticket Takers

Out of Town Events

Scorekeeper for basketball and volleyball

Appendix F – Teacher Evaluation Rubric

Can be found on the Google Drive under Staff Forms-SRC and the folder Teacher Evaluation Rubric.

The rubric identifies the performance level, description, example behaviors, and evidence used to support the administrators decision in your formal and informal evaluations.

You can also find the evaluation aligned to the Marzano elements in that same folder as a way of assisting teachers with identifying instructional strategies.

Appendix G – Grading Scale and Grade Point Average

Grades

Students will receive percentage grades for their academic classes.

The grading system for grades 2 - 12 is as follows:

A	100% - 94%
B	93% - 86%
C	85% - 78%
D	77% - 70%
F	69% - 0%

The grading system for grades K – 1 is as follows:

- "E" = Excellent
- "S" = Satisfactory
- "N" = Needs Improvement
- "I" = Improving

If a student does not complete assignments marked as incomplete, the incomplete assignment will be calculated as a zero (0) in determining the student's grade for that class.

Dual Credit courses will be graded on the College Scale and a grade adjustment will be made for equivalent letter grade placement on the S-RC scale and transcript.

Class Rank

Student class rank shall be determined by using a numeric percentage derived from all classes graded on a percentage basis.

Grade Point Average

Is calculated on the scale below. Cumulative GPA is the number of points earned divided by the number of classes taken. The percent is taken from the final semester grade. This is the GPA that will appear on the transcript and be used for college, scholarship, and award criteria.

Percent	Letter	4-Point
98-100	A+	4.00
94-97	A	4.00
92-93	B+	3.50
86-91	B	3.00
84-85	C+	2.50
78-83	C	2.00
76-77	D+	1.50
70-75	D	1.00
00-69	F	0.00

Appendix H – 4 P’s of Supervising 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 students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are assisting with 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.
- Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.
- 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 in our school district. 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 is not acceptable. Be a good role model for students. If a student uses such language, you should make a report to the student’s teacher or 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. 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 can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non--student or staff member who refuses to go to the office)

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

Appendix I – Employee Ethics and Standards

Shelby-Rising City Schools expects its employees to adhere to ethics standards that are established by the Nebraska Department of Education for certificated employees. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

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

Principle II - Commitment to the Student:

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

- A. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

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

Principle IV - Commitment to Classified Position Employment Practices:

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

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

Appendix J – Technology Policy

The policies, procedures and information within this document apply to all laptops, iPads, chromebooks, and other technology used at Shelby-Rising City Public Schools, including any other device considered by the Administration to come under this policy.

TAKING CARE OF YOUR LAPTOP

Faculty are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Director of Technology.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops must never be left in a car or any unsupervised area.

3.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.
- Do not throw, toss or slide laptops.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. School messages, announcements, calendars and schedules will be accessed using the laptop computer along with other programs for your job.

Laptops Left at Home

If a teacher forgets their laptop at home, they may borrow one for the day from the Director of Technology.

4.1 Laptop Undergoing Repair

Loaner laptops may be issued to teachers when they leave their laptops for repair from the Director of Technology.

4.2 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of but not limited to; guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, the faculty member may be responsible for the cost of replacement hardware.

4.3 Printing

Staff may use the school leased print devices around the school. Printing should be kept to a minimum and the use of electronic documents for sharing or for classes is strongly encouraged. The school reserves the right to limit printing and turn off printing if it is deemed excessive by the faculty member.

MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Syncing the Laptop: Faculty will be using google Drive for desktop to backup their computer files. Teachers should include all places that they store school related files but exclude personal files and the application folder.

5.2 Saving data to Removable storage devices

It is recommended that the faculty backup all of their work at least once each week using removable file storage.

It is the faculty's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. The school is not responsible for the loss of files or information.

SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by SHELBY-RISING CITY PUBLIC SCHOOLS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with:

- Apple Basic Software
- Microsoft Office Suite
- Safari, Chrome, and Firefox Web Browsers
- Adobe Software
- Other Academic or Production software as needed for classes

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.3 Additional Software

It is the responsibility of individual faculty to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software should not be installed without consent of the Director of Technology and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Faculty are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- Items such as but not limited to; violent games and computer images containing obscene or pornographic material are banned.

6.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a reformat and reimage.

6.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Faculty will be instructed to upgrade their software from the school's network periodically.

ACCEPTABLE USE

7.1 General Guidelines

- Faculty will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Shelby-Rising City Public Schools.
- Faculty are responsible for their ethical and educational use of the technology resources of the Shelby-Rising City Public Schools.
- Access to the Shelby-Rising City Public Schools technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use and Internet Safety Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

7.2 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Use or possession of hacking software is strictly prohibited and violators will be subject consequences. Violation of applicable state or federal law, including the Nebraska Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Faculty laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number of computer
- Individual User account name and password

8.2 Password Protection

All Faculty are required to use 2 Factor authentication(2FA) for the school gmail account. Failure to do so can result in disciplinary action. The school has the right to make changes or further requirements for the safety of it's network and programs. These can include things such as not being admins on the computer, the changing of programs so you have lesser rights, etc.

8.3 Storing Your Laptop

When teachers aren't in their rooms, their computers should have screen shut or the laptop should be to the point that a password is required to get into it. The room itself should be locked when no one is in it per the school safety plan.

LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in the high school and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

FAQ'S (Teacher Version)

(1) **What if I already have another model or brand of laptop computer?** *You will be required to use the school district issued laptop for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.

(2) **Can I have my laptop computer this summer?** Yes.

(3) **The best insurance is to take care of your laptop.** Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

(4) **Does SHELBY-RISING CITY PUBLIC SCHOOLS provide maintenance on my Apple laptop computer?** Yes, the Tech Coordinator will provide limited maintenance. If more maintenance is needed

the laptop will be sent in for repair.

(5) **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** SHELBY-RISING CITY PUBLIC SCHOOLS stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the tech coordinator. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

(6) **If I purchase software in addition to the available software provided through SHELBY-RISING CITY PUBLIC SCHOOLS, will the Tech Coordinator load it for me?** No, at this time we are asking that only the software that was purchased by Shelby-Rising City Public Schools be installed on the laptops.

(7) **Do I need a printer?** You do not need to own one since printers are located throughout the building. If you want to connect to a printer at home with the school laptop, you will need to visit the technology coordinator and ask to have your printer software installed.

(8) **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection (Requires additional adapter) or wireless connection. If you have problems connecting at home, contact your Internet service provider. The school district will not provide tech support for your home network.

(9) **Will there be facilities to back up the files I create on my laptop?** Yes. You will need to use google drive to backup and sync your data from the laptop.

(10) **What if I want to add options to my laptop later?** Only SHELBY-RISING CITY PUBLIC SCHOOLS is authorized to add options and upgrades to your laptop computer.

(11) **What if I want to run another operating system on my laptop?** Only the operating system chosen by SHELBY-RISING CITY PUBLIC SCHOOLS will be authorized to run on a school issued laptop computer.

(12) **What has the school done to control sites teachers go to?** We have a software product which is designed to help monitor all Internet sites that the device attempts to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. An additional Mobile Filter has been added and should assist in filtering when devices are not on the school network.

(13) **What if I have questions on how the features on my laptop work?** Apple systems are preloaded with the Access Help application which contains information similar to that which would be included in a User's Guide. The Access Help application is a searchable help database included on your computer.

COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES

Shelby-Rising City Public Schools network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Shelby-Rising City Public Schools.

Laptop Computer Security Policy During the School Day

•Shelby-Rising City Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, logon, password, or files for any reason
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

Computer Laptop Violations (But not limited to:)

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.

Using the network or Internet for commercial, political campaign, or financial gain purposes.

- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.

- Promoting or soliciting for illegal activities.

Attempting to repair, remove or install hardware components reserved for an authorized service technician.

- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences: will result in criminal prosecution or disciplinary action by the District.

Computer Network Violations (But not limited to:)

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

Consequences: This will result in disciplinary action by the District and/or Law Enforcement.

Appendix K – District Safety Plan

*** Please see the separate tab marked District Safety Plan in your binder.**

Appendix L – Extra Duty Assignments/Schedule Extra Duty 2023-2024

H.S. Boy's Basketball

H - Jim Buswell

A-

Girls' Basketball

H - Todd Connley

A - Jon Recker

Volleyball

H- Abby Kuhn

A- Taylor Kemper

Football

H - Zach Kubik

A - Jon Riggs

A - Eric Lindsley

A- Cory Waite

A - Tanner Kuhn

Track

H - Taylor Kemper

A - Jim Buswell

A - Darrol Gray

A - Cory Waite

One Act Play

H - Kristen Wilton

A - Adam Nissen

Speech

H - Kristen Wilton

A - Emily Blackburn

A - Brian Evans & Adam

Nissen

All-School Play

Emily Houdersheldt

Mandy Peterson

High School Quiz Bowl

Sarah Hernbloom

Boy's Golf

H - Jon Riggs

Girl's Golf

H - Sara Jensen

Pep Band/Vocal H.S.

Ma Jamaica

HS/MS Wrestling

H - Tanner Kuhn

H - Chris Watts (Girls)

A - Z. Batista

A - Karrisa Eaton (Girls)

FBLA

H - Sara Jensen

NHS

A - Sarah Hernbloom

Middle School Football

H - Grant Gabel

A - Zach Gould

Middle School Volleyball

H - Krista Kravig

A - Mallory Zelasney

Middle School Boy's BB

H - Sean Wickham

A - Zach Gould

Middle School Girl's BB

H - Theresa Gillotte

A - John Schoenrock

Middle School Track

H - John Schoenrock

A - Mallory Patterson

A - Theresa Gillotte

A- Tanner Kuhn

Middle School Quiz Bowl

H - Grant Gabel

K-6 Vocal/ MS Musical

H - Melissa Hyde

MS/HS Concessions

Melanie Hoegerl

Darrol Gray (Ordering)

High School Dance Team

Justice Houston

Activities Director

Turner Trofholz

FFA

Morgan Segner

Yearbook

Emily Blackburn

S-RC Club

Turner Trofholz

Student Council

Becky Schueth

Mallory Patterson

Summer Weight Room

B - Zach Kubik

G - Tanner Kuhn

Unified Bowling

Stacy Stewart

Girls on the Run

Mallory Zelasney

Class Sponsors

9th - Cory Waite

10th- Carrie Bauers

11th - Steve/Stacy Stewart

12th - Zack Kubik

Softball

A - Emily Blackburn

Appendix M – Emergency Leave Bank**(Part of the Negotiated Agreement)**

Participation in the Emergency Leave Bank in Shelby-Rising City Public Schools shall be subject to the following conditions:

1. Membership in the Emergency Leave Bank shall be voluntary to all Shelby-Rising City Public School teachers who donate one day of their Sick Leave by September 1. Control of this process shall rest with the membership of the Shelby-Rising City Education Association governed by a high sense of moral ethics.
2. The purpose of the Emergency Leave Bank is to aid any participating teacher in case of severe accident, illness, or other medical emergency affecting anyone in his/her immediate family, necessitating the employee to require additional emergency leave to care for family members.
3. A teacher may become a participant in the ELB by notifying the secretary of the SRCEA and signing a membership list by September 1. A copy of the membership list will remain in the superintendent's office.
4. Participating teachers, after using all of their own accumulated sick leave days, may be entitled initially to withdraw up to one half the available days in the Emergency Leave Bank.
5. Withdrawal of "banked" days from the ELB must have the approval of a majority vote of the officers of the SRCEA. All disputes will be decided by a majority vote of the ELB participants.
6. The officers of the SRCEA shall be responsible for informing the superintendent, in writing, of any decisions concerning the administration of the ELB. The decision of the SRCEA officers is final in approval or non-approval of applications for days granted from the ELB.
7. Unused days in the ELB present at the end of each school year, to a maximum of 10 days, shall be carried over to the next school year. These 10 days are non-accumulative. All other remaining days are forfeited.

Appendix N – Certified Salary Schedule

APPENDIX A

Shelby - Rising City Public School							
Salary Schedule							
Base Salary	\$38,300.00			Index: H-	4.0%		
				V-	4.5%		
Step/Column	B+0	B+9	B+18	B+27	M+0	M+9	M+18
1	1.00	1.04	1.08	1.12	1.16	1.2	1.24
	\$38,300.00	\$39,832.00	\$41,364.00	\$42,896.00	\$44,428.00	\$45,960.00	\$47,492.00
2	1.045	1.085	1.125	1.165	1.205	1.245	1.285
	\$40,023.50	\$41,555.50	\$43,087.50	\$44,619.50	\$46,151.50	\$47,683.50	\$49,215.50
3	1.09	1.13	1.17	1.21	1.25	1.29	1.33
	\$41,747.00	\$43,279.00	\$44,811.00	\$46,343.00	\$47,875.00	\$49,407.00	\$50,939.00
4	1.135	1.175	1.215	1.255	1.295	1.335	1.375
	\$43,470.50	\$45,002.50	\$46,534.50	\$48,066.50	\$49,598.50	\$51,130.50	\$52,662.50
5	1.18	1.22	1.26	1.3	1.34	1.38	1.42
	\$45,194.00	\$46,726.00	\$48,258.00	\$49,790.00	\$51,322.00	\$52,854.00	\$54,386.00
6		1.265	1.305	1.345	1.385	1.425	1.465
		\$48,449.50	\$49,981.50	\$51,513.50	\$53,045.50	\$54,577.50	\$56,109.50
7		1.31	1.35	1.39	1.43	1.47	1.51
		\$50,173.00	\$51,705.00	\$53,237.00	\$54,769.00	\$56,301.00	\$57,833.00
8		1.355	1.395	1.435	1.475	1.515	1.555
		\$51,896.50	\$53,428.50	\$54,960.50	\$56,492.50	\$58,024.50	\$59,556.50
9		1.4	1.44	1.48	1.52	1.56	1.6
		\$53,620.00	\$55,152.00	\$56,684.00	\$58,216.00	\$59,748.00	\$61,280.00
10		1.445	1.485	1.525	1.565	1.605	1.645
		\$55,343.50	\$56,875.50	\$58,407.50	\$59,939.50	\$61,471.50	\$63,003.50
11				1.57	1.61	1.65	1.69
				\$60,131.00	\$61,663.00	\$63,195.00	\$64,727.00
12				1.615	1.655	1.695	1.735
				\$61,854.50	\$63,386.50	\$64,918.50	\$66,450.50
13					1.7	1.74	1.78
					\$65,110.00	\$66,642.00	\$68,174.00
14					1.745	1.785	1.825
					\$66,833.50	\$68,365.50	\$69,897.50
15					1.79	1.83	1.87
					\$68,557.00	\$70,089.00	\$71,621.00
16						1.875	1.915
						\$71,812.50	\$73,344.50

* - Step of 13+36 has been removed starting with 2017-2018, teachers who were on staff and have attained this column will be permitted to remain without having a Master's Degree.

Appendix M – Classified Staff Salary Schedule

- Offering of Single Health/Dental Insurance **(have to be full time)**
 - School is responsible for 50% for single insurance (if wanted by staff member)
- Saved Medical Days **(have to be full time)**
 - Currently get 9 PTO days and will receive an additional 5 PTO additional days added and that can roll over (5 in the bank)
- Holiday(s) Pay during the months of employment **(5 holidays)**
- Activity Bus Route = \$15.50
- Bus Route Rate = \$41.50 per route (total of \$83)
- Special Education Routes = \$14.00 hour
- Para Pay
 - Base Pay of \$12.50
 - Was \$9.50 (2021)
 - \$1 incentive to get a sub license.
 - What this does is allow our paras to fill in while not having to switch out of pay increments because it balances itself out over time.
 - \$1 for being GOLD Certified
 - \$1 for ICU Director
 - \$1 for those who have High Needs SPED
 - \$1 Multiple Reading Groups

Appendix O –School Academic Calendar

2023-2024 School Calendar

<div>July 2023</div> <div><div>1</div><div>23</div><div>34</div><div>55</div><div>66</div><div>77</div><div>88</div><div>99</div><div>1010</div><div>1111</div><div>1212</div><div>1313</div><div>1414</div><div>1515</div><div>1616</div><div>1717</div><div>1818</div><div>1919</div><div>2020</div><div>2121</div><div>2222</div><div>2323</div><div>2424</div><div>2525</div><div>2626</div><div>2727</div><div>2828</div><div>2929</div><div>3030</div><div>3131</div></div>		<div>Shelby-Rising City Huskies</div> <div>650 N Walnut Street</div> <div>402-527-5946 (Fax) 402-527-5133</div> <div>Shelby NE 68662</div> <div>August 10 - New Staff Orientation</div> <div>August 11, 14, 15 - Staff Development</div> <div>August 16 - K-12 Starts School (1:25pm out)</div> <div>August 21 - Pre-K Starts School</div> <div>August 30 - PD (10:10am start)</div> <div>September 4 - No School Labor Day</div> <div>September 22 - (1:25 dismissal)</div> <div>September 25 to 29 - Homecoming</div> <div>September 27 - PD (10:10am start)</div> <div>October 2nd - Fall PTC (12pm - 7pm)</div> <div>October 20 - End of Quarter (46)</div> <div>October 23 - Fall Break - No School</div> <div>October 25 - PD (10:10am start)</div> <div>November 22, 23, 24, - No School Thanksgiving Break</div> <div>November 29 - PD (10:10am)</div> <div>December 20 - PD (10:10am start)</div> <div>December 22 - 1:25 dismissal & end of semester (41)</div> <div>December 22 - January 3 - Christmas Break</div> <div>December 23 to 27 - NSAA Moratorium</div> <div>January 3 - Teacher Workday (PD)</div> <div>January 4 - Start of 2nd Semester (Normal day)</div> <div>January 15 - No School / PD (MLK)</div> <div>January 31 - PD(10:10am start)</div> <div>February 12th - Spring PTC (12pm - 7pm)</div> <div>February 16 - Winter Break/No School</div> <div>February 28 - PD (10:10am start)</div> <div>March 6 - End of Quarter (46)</div> <div>March 7, 8 & 11 - No School Spring Break</div> <div>March 26 - ACT Day / No Elementary School PK-5 (Tentative)</div> <div>March 27 - PD (10:10am start)</div> <div>March 29 to April 1 - No School Easter Break</div> <div>April 23 - No School (SRC Track Invite)</div> <div>April 24 - PD (10:10am start)</div> <div>May 8 - Seniors Last Day (37)</div> <div>May 11 - Graduation</div> <div>May 15 - PD (10:10am start)</div> <div>May 21 - Last Day of School (1:25 dismissal) (44)</div> <div>May 22 - Teacher Work Day (Grades)</div> <div>May 23-24 - Make-Up Day* (Teachers)</div> <div>Total HoursHS/MSElementary</div> <div>1,179.301,119.11</div>		<div>January 2024</div> <div><div>11</div><div>22</div><div>33</div><div>44</div><div>55</div><div>66</div><div>77</div><div>88</div><div>99</div><div>1010</div><div>1111</div><div>1212</div><div>1313</div><div>1414</div><div>1515</div><div>1616</div><div>1717</div><div>1818</div><div>1919</div><div>2020</div><div>2121</div><div>2222</div><div>2323</div><div>2424</div><div>2525</div><div>2626</div><div>2727</div><div>2828</div><div>2929</div><div>3030</div><div>3131</div></div>							
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FIRST SEMESTER	
87	Student Days
91	Teacher Contract Days
3	1:25 Dismissals
5	10:10 am Start (PD)

MINUTES OF INSTRUCTION	
Regular Day 6-12 =	407
Regular Day K-5 =	397
1:25 Day HS/MS =	285
1:25 Day Elementary =	275
10:10am Day HS/MS =	287
10:10am Day Elementary =	277

SECOND SEMESTER			
6-12 -	K-5		Year
90	90	Student Days	177/176
94		Teacher Contract Days	185
1		1:25 Dismissals	
5		10:10 am Start (PD)	

No School
2 hour late start (10:10am)
Alternate HS/MS/ELEM

No School (Parent Teacher Conference)
Beginning/End of Semesters
Early Out (1:25pm)

Professional Development (No School for Students)
End of Quarter

Appendix P – Lunch Room Procedures

Please escort your students to the lunchroom and remind your students that others are still in class and they are to pass quietly to and from the lunchroom. Teacher aides may be used to assist teachers with lunchroom supervision.

General Guidelines For The Lunchroom:

1. **All students who eat lunch here at the school are to eat in the lunchroom. Those who bring lunch to school are to eat in the lunchroom also.** Sack lunches or fast food is not to be brought in for anyone other than themselves. Student lunches are to be paid for in advance of their consumption.
2. Students are to leave the area where they were seated as they found it. Return trays and silverware to the proper area. Have students check the area where they were seated to ensure that it is clean for the next person. If someone spills, have them clean it up immediately!
3. Students are not to leave the gym/lunch room without permission.
4. Students should move quietly and quickly through the halls when returning from lunch.
5. Students should be supervised at all times anywhere about the building.

Teachers and Staff

Unless you are assigned lunch supervision, you are not required to stay on campus for your assigned lunch period. However, you must not leave early or return late.

It is strongly encouraged that if you stay on campus to eat that you do so in the lunch room or staff room. The goal is to eliminate food and drink from academic areas such as the classroom, library, or office.

Remember that every teacher is responsible for supervision. If you see something happen or about to happen, please take care of it. A lot of problems can be avoided if everyone works together.

Appendix Q – Use of Teacher Aides (Paraeducators)

LEGAL PROVISIONS REGARDING TEACHER AIDES STATUTES AFFECTING TEACHER AIDES

In 1969, the Nebraska Unicameral enacted legislation permitting Nebraska schools to employ non-certificated Teacher Aides:

Neb. Rev. Stat. Section 79-1233. Nebraska certificate or permit; prerequisite to teaching; exception; employment of teacher aides; requirements;

1. No person shall be employed to teach in any public, private, denominational, or parochial school in this state who does not hold a valid Nebraska certificate or permit issued by Commissioner of Education legalizing him or her to teach the grade or subjects to which he was elected,....
2. Public, private, denominational, or parochial schools in the state may employ persons who do not hold a valid Nebraska teaching certificate or permit issued by the Commissioner of Education to serve as aides to a teacher or teachers. Such teacher aides may not assume any teaching responsibilities. A teacher aide may be assigned duties which are non-teaching in nature if the employing school has assured itself that the aide has been specifically prepared for such duties, including the handling of emergency situations which might arise in the course of his or her work.

In 1971, the legislation defined "teaching". Since the earlier law specified that teacher aide shall not assume teaching responsibilities, the responsibilities which teacher aides CANNOT assume were clarified:

Neb. Rev. Stat. Section 79-101....(12) teach shall mean and include, but not be limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress.

The legislature also gives direction regarding training and supervision of teacher aides.

Neb. Rev. Stat. Section 43-625. **STATE BOARD OF EDUCATION; REVIEW SPECIAL TRAINING AND EDUCATIONAL PROGRAMS; QUALIFIED TEACHER DEFINED.** The State Board of Education shall review special training and educational programs offered by or in conjunction with any public school District, combination of public school Districts, educational service unit, or combination of educational service units subject to the following:

1. The teacher or teachers in any such program shall be qualified;
2. Teacher aides, working with any such program, shall have such qualifications as the governing body of the school shall prescribe and shall participate in appropriate in-service activities, and
3. Each qualified teacher shall be responsible for the direct supervision of teacher aides, whose duties shall be limited to those prescribed in section 79-1233.

STATE BOARD OF EDUCATION POLICIES (Teacher Aide)

NDE Rule 51 gives specific regulations regarding the use of teacher aides in special education programs:

NDE Rule 51 on School age Special Education Programs (adapted pursuant to Sections 43-660 and 43-607.01)

003 Definition of Terms

003.26 A teacher aide shall mean an individual who serves under the supervision of a certificated staff member as an assistant in the educational process or residential care staff under the supervision of certificated staff as defined in 92 NAC 51-010.

005.05 Utilization of special education teacher aides in instructional settings shall include:

005.05A The development and maintenance by the District of written procedures regarding special education teacher aides that reflect their: job description, preservice and inservice training, supervision and evaluation.

005.05B A teacher aide shall not teach, as defined in Neb. Rev. Stat. 79-101.

Teacher Roles as Defined by the Nebraska State Department of Education

The teacher's primary role is one of managing the learning environment. Teaching, as defined by statute, includes these responsibilities:

- organizing and managing the classroom,
- assessing and diagnosing student needs,
- planning and directing learning experiences,
- planning teaching strategies and selecting teaching material, and
- evaluating and reporting student progress. (Neb. Rev. Stat. 79-101)

When the program includes the use of a teacher aide, the teacher has a number of additional roles to fulfill. The teacher plans for the teacher aide's duties, supervises the completion of tasks, and provides guidance and evaluation about the teacher aide's performance. The examples below indicate specific teacher responsibilities and roles involved in managing teacher aides.

Teacher Responsibilities in Managing Teacher Aides

- Set an example of professionalism in teacher responsibilities
- Establish the criteria for acceptable job performance
- Assure teacher aides are adequately trained for their duties
- Prepare the teacher aide for and assign instructional and non-instructional tasks and activities
- Communicate the needs of each student to the teacher aide
- Establish and communicate the para educator's role in classroom behavior management
- Assign non-instructional duties
- Provide consistent feedback to assist in refining skills
- Monitor the teacher aide's performance in carrying out instructional activities

-Assist in evaluating the teacher aides overall performance

Note: Adapted from Guide for Effective Utilization of Paraprofessionals in Special Education. (1983). Lincoln, NE: University of Nebraska-Lincoln.

Teacher Aide Roles as Defined by the Nebraska State Department of Education

Although Nebraska Statutes allow teacher aides to carry out only "nonteaching" duties, teacher aides must be prepared for the duties assigned and must be adequately supervised. The example below further clarifies duties and other tasks often assigned to teacher aides.

Teacher Aide Responsibilities

The following illustrates duties which a teacher aide may perform when properly trained and supervised:

- Supervise student in the hallway, lunchroom, or playground
- Monitor supplementary work and independent study
- Reinforce learning in small groups or individuals while teacher works with other students
- Assist in educational demonstrations for the class or groups
- Provide assistance with individualized programmed materials
- Score objective tests and papers and maintain appropriate record for teachers
- Performs clerical tasks, i.e., typing, duplicating, attendance
- Observe, record, and chart students' behaviors
- Assist in production of student instructional materials
- Carry out instructional programs designed by the teacher
- Tutor students under the direction of the teacher
- Operate and maintain classroom equipment

Note: Adapted from Guide for Effective Utilization of Paraprofessionals in Special Education. (1983). Lincoln, NE: University of Nebraska-Lincoln.

To the casual observer, it might appear that a teacher and a teacher aide working side by side in serving students are performing identical tasks; however, the roles of teachers and teacher aides differ. In defining responsibilities, it is helpful to compare and contrast the roles appropriately performed by teachers and teacher aides. Duties which may not be performed by the teacher aide are illustrated below:

Duties the Teacher Aide May Not Perform

The following illustrate tasks which should not be assigned to the teacher aide:

- Diagnostic testing of students' strengths and weaknesses
- Preparing lesson plans
- Grading subjective papers and assigning grades to students
- Taking full responsibility for supervising and planning students' activities
- Selecting educational activities and materials for students
- Reporting student progress to parents

Teacher Aide (Paraeducator)

The teacher aide may perform these instructional duties:

1. Assist in organizing field trips.
2. Read aloud or listen to children read.

3. Assist students in performing activities that have been initiated by the teacher.
4. Hand out papers and collect paperwork.
5. Assist with supplementary work for advanced pupils.
6. Provide special help such as drilling with flash cards, spelling, and play activities.
7. Assist in preparing instructional materials.
8. Reinforce learning with small groups.
9. Assist children in learning their names, addresses, telephone numbers, birthdays, and parents' names.
10. Supervise free play activities.
11. Prepare flash cards and charts.
12. Prepare art supplies and other materials.
13. Hear requests for help, observe learning difficulties of pupils, and report such matters to teachers.
14. Score objective tests and papers and keep appropriate records for teachers.

Instructional duties the teacher aide may not perform:

1. Be solely responsible for a classroom or a professional service.
2. Be responsible for the diagnostic functions of the classroom.
3. Be responsible for preparing lesson plans and initiating instruction.
4. Be responsible for assigning grades to students.
5. Be used as a substitute for certified teachers unless he or she possesses the appropriate substitute teacher's certificate.
6. Assume full responsibility for supervising assemblies or field trips.
7. Perform a duty that is primarily instructional in nature.
8. Be assigned work with the most "difficult" students the majority of the day.

Non-instructional duties the teacher aide may not perform:

1. Shall not assume full responsibility for supervising the planning activities.
2. Shall not take children to clinic, dental, or medical appointments unless permission is granted by authorized personnel.
3. Shall not prescribe educational activities and material for children.
4. Shall not grade subjective or essay tests.
5. Shall not regulate pupil behavior by corporal punishment or similar means.
6. Shall not be responsible for medical needs of children.

In keeping with guidelines and local philosophy the Shelby-Rising City Public Schools Board of Education had adopted this policy with regard to role and assignment of aides:

Teacher aides are employed at an hourly rate. Aides are under the immediate supervision of their respective teacher. The appropriate Principal is their administrative supervisor. Aides shall not be the primary catalyst in any subjective diagnostic or prescriptive activities involving student program planning or evaluation. The specific role played by aides is at administrative discretion. Roles may change from time to time and aides must be prepared to perform in a variety of settings.

It is the expectation of the Shelby-Rising City Public Schools Administration and Board of Education that teachers will utilize teacher aide time in such a manner that maximizes direct appropriate instructional time under the teacher's supervision in tutoring as appropriate. Other

modes of teacher aide's time (clerical, custodial, and lunch) should be secondary to usage which involves direct student contact in a tutorial model.

Appendix R – Curriculum Selection Process

1. INSTRUCTIONAL MATERIALS SELECTION AND PROCEDURES FOR REVIEW

A. RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL MATERIALS:

1. The Schools Board of Education is legally responsible for all matters relating to the operation of schools.
2. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

B. CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS:

It is the policy of the Board of Education to require that instructional materials selected for our schools be in accord with the following:

1. The basic factors which shall be considered in the selection of instructional materials (including printed and audio-visual materials), are as follows: factual accuracy, authoritativeness, balance, integrity, quality of presentation, imagination, vision, creativeness, and style.
2. Instructional materials shall be examined to select those in which the presentation and the subject matter are suitable for the grade and the interest level at which they are to be used.
3. Instructional materials shall be selected to provide for the interest and needs of the school community and the school program. Instructional materials shall be selected cooperatively by teachers and administrator, with administration having the final decision.
4. The selection process shall include the reading, examination, and checking of standard evaluation aids...i.e., standard catalogues and review digests.
5. Instructional materials shall be judged on their own merits not on the merits of authors, publishers, or series.
6. Every effort shall be made to provide materials that present all points of view concerning the problems and issues of our times.

C. PROCEDURES OF REVIEW

The Board of Education has adopted the following policy when dealing with censorship of books or other instructional materials:

1. That the final decision for controversial instructional materials shall rest with the Board of Education after careful examination and discussion of the instructional materials with school officials or anyone else the Board may wish to involve.
2. That no parent or group of parents has the right to determine the instructional materials used for students other than their own children.
3. The Board does, however, recognize the right of an individual parent to request that his/her child not have to read a given book or see a given film, provided a written request is made to the appropriate building level Principal. Teachers will substitute comparable materials in specific cases when a parent makes such a request. This applies to both print and audio-visual materials.
4. Any resident of the school District may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the community who are not directly involved in the selection process.
5. Any resident who wishes to request reconsideration of the use of any learning materials used in the school must first contact the building level Principal and request that a meeting be scheduled with the Teacher involved to discuss the questioned material.
6. If the resident is not satisfied with the result of such conference, he/she may make a formal written request for reconsideration on a Reconsideration Request form which is available in the Superintendent's office. The Reconsideration Request form shall be signed and filed with the Superintendent.
7. Within two school days after the filing of such form, the Superintendent shall distribute copies of the challenged materials, as available, to the Reconsideration Committee for their review.
8. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by a four-fifths vote of the Reconsideration Committee. Special meetings may be called by the Superintendent.
9. The Reconsideration Committee shall be made up of five members:
 - a. Superintendent
 - b. Principal
 - c. Librarian
 - d. The teacher using the challenged material

- e. A second teacher selected by the appropriate building level Principal

The Superintendent shall serve as the chairperson of the committee.

10. The Reconsideration Committee member directly associated with the material being challenged may at his/her request be excused from serving on the committee. If such a request is made, the building level Principal shall select another teacher from within the building as his/her replacement.
11. The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
 - a. Distribute copies of the written request form.
 - b. Give the complainant or a group spokesperson an opportunity to talk about and expand on the request form.
 - c. Attempt to obtain and distribute reputable, professionally prepared reviews of the material.
12. The complainant shall be kept informed by the Superintendent concerning the status of his/her complaint throughout the committee reconsideration process.
13. At a subsequent meeting, the committee shall make its decision in closed session and prepare a written report supporting the decision. The committee's final decision will be, (a) to take no removal action, (b) to remove all or part of the challenged material from the total school environment, or (c) to limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot.
14. The Reconsideration Committee will issue its written decision within 14 calendar days of the date in which the Reconsideration Request Form was filed.
15. The Superintendent will inform the complainant of the committee's decision and the intent of the school District.
16. A decision to sustain a challenge may not be interpreted as a judgment of irresponsibility on the part of the professional(s) involved in the original selection or use of the materials.
17. If the complainant is not satisfied with the decision of the Reconsideration Committee, he/she may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Education.

18. If such a request is made, the Superintendent shall place the item on the agenda of the next regularly scheduled meeting and shall review the written report of the Reconsideration Committee. The complainant shall also be permitted to address the Board of Education following the "Procedures for Addressing the Board of Education" as outlined in School Board Policies.
19. The Board of Education will give the matter due consideration and take appropriate action as deemed necessary.
20. Requests to reconsider materials which have previously been before the Reconsideration Committee must receive approval of a majority of the committee members before the materials will again be reconsidered.
21. The "Citizen's Request for Reconsideration" form which follows is also approved as part of the total Board policy:

Additional Board Policy References:

0603.04 – Curriculum Evaluation
0603.01 – Curriculum Development
0603.02 – Curriculum Adoption

0604.01 – Basic Instructional Program
0604.04 – Multicultural Education
0604.09 – Teaching about Religion
0604.10 – Academic Freedom
0604.11 – Citizenship

New Curriculum and Textbooks follow this process the year before they are adopted:

- 1 – Submitted to the Curriculum Committee using the (a) Concept Request Form and (b) Concept Curriculum Map by December 1st.
- 2 – Curriculum Committee reviews requests in January and forwards approved submissions to Principals.
- 3 – Principals review and recommend to the Superintendent by the February school board meeting.
- 4 – February School Board Meeting the board reviews and approves those proposals that will be implemented the following academic year.
- 5 -- Cost of new materials is submitted to the Superintendent through the budget process.
- 6 -- Course is added to the registration handbook.

APPENDIX S – FITNESS CENTER GUIDELINES

Employees of the school district are permitted to use the fitness center with a free membership as part of employment. Your FOB will gain you access from the public entrance. The fitness center is not to be used DURING CONTRACT TIME by District Employees.

The Fitness Center is located through the Activity Entrance on the west side of the Shelby-Rising City School building in Shelby. The facility includes free weight and several different pieces of cardio equipment. The facility will be open 24 hours a day, 7 days a week unless a notice is posted – students will have priority on equipment during school time, but the public is welcome to use the facility during the school day or during school activities. During the school day parking is available directly in front of the facility – those spots are not reserved during evening or weekend activities.

Guidelines

- Available to paid/registered members only, there are no daily or guest rates available.
- All users must have a signed waiver on file with the School District.
- No children under the age 14 are permitted. Ages 14 to 18 may use the facility with adult supervision, unless graduated from High School.
- Proper athletic work out attire is required, including shirt, shoes, and athletic shorts or pants. Outside or street shoes are not permitted.
- No Food or Drink, except water bottles with lids.
- Weight bars, benches, dumb bells, weights or other equipment should be returned to it proper spot and picked up after use.
- Do not place weights, dumb bells, or bars on padded surfaces – including benches.
- After use, wipe equipment with the disinfectant wipes provided in the facility.
- Please follow the safe use posters and signs located in the facility.
- Personal training or contracted services may not be held in the Fitness Center by members or outside persons.

Notice

- Report observed damage or violations of rules to: Turner Trofholz at 402-527-5946 x5015 or ttrofholz@shelby.esu7.org
- Violation of Fitness Center rules will result in suspension or revocation of use privileges and forfeiture of remaining paid fees.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the ***Shelby-Rising City School District Staff Handbook*** which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and Board Policy (available on the school website). Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Signature of Staff Member

Date