

Committee Board Meeting
Bloomfield Community Schools - Board of Education
Monday, August 3, 2026/6:30 PM

High School, Room 14, 311 E. Benton Street, Bloomfield, NE 68718

The purpose of this meeting is to conduct the business of the district. This is a Working Meeting of the BOE, open to the public. There will be no action and no closed session.

1. Opening the Meeting

- 1.a. Call to Order: (Policy 9320)
- 1.b. Board Member Roll Call: (Policy 9141)
- 1.c. Nebraska Open Meetings Law: (§ 84-1407)
- 1.d. Publication of Meeting: (Policy 8342)
- 1.e. District Mission Statement:
- 1.f. Pledge of Allegiance:

2. Action Items (Policy 9320)

- 2.a. 2026-27 BCS Handbooks is the second reading of the BCS Handbook for the 2026-27 school year. These handbooks include: Student/Parent, Jh/Sh High School, Elementary, AD & Activities, and Faculty/Staff. BOE approval will place these handbooks in full force.
- 2.b. Resignations/New Hires - Certified

3. Informational/Discussion Items (Policy 9320)

- 3.a. Budget Planning 2026-27
- 3.b. BOE Negotiations for the 2027-28 school year Preliminary conversations by the BOE to discuss possible and probable negotiation topics with the local education association for the 2027-28 school year.
- 3.c. Consent Agenda The definition of Consent agenda reads: It is a meeting tool that groups routine, non-controversial items—such as previous meeting minutes, standard reports, and minor contract renewals—into a single agenda item. Items routinely placed on a consent agenda require formal approval but generate little to no debate:

- Approval of previous meeting minutes
- Routine contract renewals
- Standard financial or committee reports
- Minor budget transfers or standard personnel appointments

We have noticed that we do not follow this definition, especially in the consideration of our financials. The question is, should we break these agenda topics into their individual agenda items, or do we move forward with the present practice? Are we utilizing Consent Agenda within its intent?

3.d. Administrators' Days Update and Report

3.e. Standing District Topics

- 3.e.i. Strategic Planning/BOE Action Plan
- 3.e.ii. Policy - Review, Revise, Edit, Adoption
- 3.e.iii. Continuous School Improvement
- 3.e.iv. Curriculum & Instruction

- 3.f. Legislative Action
- 3.g. Resignations/New Hires - Non-Certified
- 3.h. Administrative & Leadership Team Reports
 - 3.h.i. Superintendent
 - 3.h.ii. Additional Administrative & Leadership Reports: HS & Elem Principals, SPED Director, Guidance Counselor, Technology Director, Athletic & Activities Director, Buildings & Grounds Director, Transportation Director
- 3.i. Set Dates for Budget Hearing and Tax Request Hearing
- 4. **Policy/Board Learning**
- 5. **Public Comment** (Policy 8346)
- 6. **Closed Session** (Policy 9370b)
- 7. **Adjournment**

Bloomfield Community Schools

BUILDING
EXCELLENCE
ENCOURAGING
SUCCESS

Honesty - Community - Relationships





STUDENT - PARENT HANDBOOK OF BLOOMFIELD ELEMENTARY SCHOOL 2026-2027 TABLE OF CONTENTS

Foreword

	Page
Section 1	Intent of Handbook
Section 2	School Calendar
	3
	4

Article 1 - Mission and Goals

	Page
Section 1	School Mission Statement
Section 2	Mutual Respect
Section 4	Complaint Procedures
Section 5	Student Safety
	5
	5
	5
	5

Article 2 - School Day

	Page
Section 1	Daily Schedule
Section 2	Severe Weather and School Cancellations
Section 3	Supervision Responsibility Before/After School
	6
	7
	8

Article 3 - Use of Building and Grounds

	Page
Section 1	Visitors
Section 2	Smoke-Free Environment
Section 3	Care of School Property
Section 4	Lockers
Section 5	Searches of Lockers and Other Types of Searches
Section 6	Video Surveillance
Section 7	Recording of Others
Section 8	Use of Telephone/ Cell Phones/Watches
Section 9	Bicycles
	9
	9
	9
	10
	10
	11
	11
	11
	13



Student-Parent Handbook

Section 10	Student Valuables	13
Section 11	Bulletins and Announcements	14
Section 12	Copyright and Fair Use Policy	14
Section 13	Behavioral Points of Contact	14

Article 4 – Attendance

		Page
Section 1	Attendance Policy	15
Section 2	Attendance and Absences	15
Section 3	Absence Procedures	16
Section 4	Make-up Work	16
Section 5	Truancy	16

Article 5 - Scholastic Achievement

		Page
Section 1	Grading System	17
Section 2	Promotion and Retention	17
Section 3	Report Cards	18
Section 4	Parent-Teacher Conferences	18

Article 6 - Support Services

		Page
Section 1	Special Education Services	18
Section 2	Students with Disabilities: Section 504	20
Section 3	Guidance Services	21
Section 4	Health/Wellness Services	21
Section 5	Transportation Services	23

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Drug-Free Schools	25
Section 2	Education and Prevention	25
Section 3	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	25

Article 8 - Student Rights, Conduct, Rules and Regulations

		Page
Section 1	Purpose of Student Conduct Rules	26
Section 2	Forms of School Discipline •Short-Term Suspensions •Long-Term Suspensions •Expulsions •Other Forms of Student Discipline	26



Article 9 Extracurricular Fees

		Page
Section 1	Fees	42

Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	43
Section 2	Designation of Coordinator(s)	43
Section 3	Multicultural Policy	44
Section 4	Notification of Rights Under FERPA	44
Section 5	Combined District and School Title I Parent and Family Involvement (Policy No. 6410)	47
Section 6	Student Privacy Protection Policy	48
Section 7	Homeless Students Policy	51
Section 8	Breakfast and Lunch Programs	53
	Preschool	55
	Acknowledgment of Receipt Form	58

Bloomfield Community Schools Student-Parent Handbook 2026-2027 School Year

Foreword

1. Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Bloomfield Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://meeting.sparqdata.com/Public/Organization/424>.



Student-Parent Handbook

Section 2 School Calendar

Bloomfield Community Schools 2026 - 2027

AUGUST

13 - 16 Knox County Fair
17-19 Teacher Workdays 8-4
20 First day of school

Teacher Days 11
Student Days 8

August 2026						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER

7 Labor Day No-School
18 Midterm 1st Quarter
11, 18, 25 2:45pm Early Out Fridays
18 Elementary No School - Teacher Work Day
30 Parent Teacher Conferences

Teacher Days 21
Student Days 21

OCTOBER

1 Parent Teachers Conf.
2 No-School Comp Day
9, 16, 30 2:45pm Early Out Fridays
22 End of First Quarter
23 Fall Break
End of Quarter 44
Teacher Days 21
Student Days 20

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER

6, 13, 20 2:45pm Early Out Fridays
6 Elementary No School - Teacher Work Day
18 Midterm 2nd Quarter
25 - 27 No-School Thanksgiving Break

Teacher Days 17
Student Days 17

DECEMBER

11 Elementary No School - Teacher Work Day
4, 11, 18 2:45pm Early Out Fridays
17-19 Semester Finals
21 Staff Workday/No School (Students)
23 - 27 Moratorium
Dec. 22 - Jan. 3 Christmas Break
End of Quarter 36
End of Sem 80
Teacher Days 15 EOS TD 85
Student Days 14

December 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

4 Teacher Workday/No School (Students)
5 School Resumes
18 MLK Day Teacher Workday/No School(Student)
8, 15, 22, 29 2:45pm Early Out Fridays
27 Elementary Parent Teacher Conferences 4-8pm

Teacher Days 20
Student Days 18

FEBRUARY

5 Mid-Term 3rd Quarter/No School Elem- Comp Day
3 Elementary Parent Teacher Conferences 4-8pm
5, 12, 19, 26 2:45pm Early Out Fridays
Teacher Days 19
Student Days 19

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH

4-5 Spring Break
11 End of 3rd Quarter
12, 19 2:45pm Early Out Fridays
26-29 Easter Break

Teacher Days 19 End of Quarter 44
Student Days 19

APRIL

15 Mid-Term 4th Quarter
2, 9, 16, 23, 30 2:45pm Early Out Fridays
9 Elementary No School - Teacher Work Day

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY

3 May 3rd Senior Last day
7, 14 2:45pm Early Out Fridays
8 Graduation at 2:00pm
20-21 Semester Finals/2:45 Early Dismissal
24-26 Teacher Workdays
End of Quarter 49
End of Sem 93 EOS TD 98
Teacher Days 18
Student Days 15



Article 1 – Mission

Bloomfield Community Schools

Building

Excellence

Encouraging

Success

Honesty- Community- Relationships

Section 2 Mutual Respect

The Bloomfield Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 3 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Section 4 Student Safety

FOOD ALLERGIES

There are students in our school with life threatening allergies to peanuts/tree nuts. Some students have such a high sensitivity to the peanut/tree nut protein that even a trace amount from a known peanut/nut product or a food product/item that has come in contact with a peanut/nut source (cross contamination) and is ingested can result in a life-threatening anaphylactic reaction. The most serious reaction being respiratory



Student-Parent Handbook

difficulties, blockage of the airways, which if not medicated immediately, can lead to death.

The plan is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure and staff and key volunteers are trained to respond in an emergency situation. To provide the minimized allergen environment we need the support and cooperation of you, the parents/guardians and the school community. Therefore, we are putting the following safety guidelines into effect:

- Students are asked to bring lunches and snacks free of peanuts and tree nuts and products that may contain peanuts/ tree nuts such as donuts, granola bars, etc. We ask you to read food labels, checking for peanut/nut ingredients prior to sending food to school. Truly, this is a life saving measure. If you have caregivers who provide your child(ren) with lunches or snacks we encourage you to share this information letter with them.
- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If you would like to send in baked goods, please be careful about the ingredients. Please list the ingredients on the outside of the package and when preparing “treats” please pay close attention to cross contamination in your kitchen. To prevent cross-contamination, it is necessary that cooking utensils and preparation surfaces be carefully washed after each food is touched.
- If your child ate peanut butter for breakfast, we would greatly appreciate that you make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick!

Article 2 - School Day

Section 1 Daily Schedule

7:30 am-earliest arrival for those students eating breakfast

7:45-8:00 am – supervised morning recess

7:55 am – first bell and 8:00am classes begin

Noon Lunch

11:15-11:45 K-2

11:40-12:10 3-6

Noon Recess

11:35-12:00 pm K-2

11:10-11:40 pm 3-6

Dismissal

3:35 pm-townners/3:40 bussers

Same as lower block

There will be a mandatory study hall Monday- Thursday until 4:15 for any students in grades 3-6 with missing or late work and/or grades below 70 percent for the current quarter. For students needing transportation, those parents will be given 24 hour's notice. Teachers may request your child stay for extra help or tutoring in grades K-6. We will be doing Friday Early Outs every week starting September 18th, 2026.



Student-Parent Handbook

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. The information is broadcasted by the use of the schools Thrillshare all call system. Parents have the ability to keep their numbers up to date on their own or can be assisted in doing so by calling the school with updated numbers.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made through Thrillshare when school will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by Thrillshare. **Parents should have a plan in place to accommodate these circumstances.**

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

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.



Student-Parent Handbook

Section 3 Supervision Responsibility Before/After School

Arrival at School/Dismissal from School

Students are expected to arrive at school no earlier than 7:30am for breakfast. If they are not having breakfast they need to arrive no earlier than 7:45am. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child in and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Emergency Closing Procedures

Parents are requested to provide an updated emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the



Student-Parent Handbook

child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 - Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy. If you must smoke or use tobacco please leave school property to do so.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.



Student-Parent Handbook

Section 4 Lockers

Each student in grades 3-6 will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
1. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
2. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
3. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.



Student-Parent Handbook

4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 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. The Superintendent may use video cameras in locations as deemed appropriate.

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

Section 7 Recording of Others (Policy No. 1102)

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Telephone/Cell Phone/Watches

Students may have the use of the phone located near the office, this is not an excuse to be tardy to class.

Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time. Cell phones and watches are to be stored in the



elementary office. Cell phone and watch usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Students may check their electronic devices during their lunch time.

(2) Students are permitted to possess and use electronic devices before school hours, lunchtime, and after school hours. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the



student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or lead teacher. The electronic device shall remain in the possession of the school administration until such time as the student's parents or legal guardian personally comes to the school's main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or lead teacher. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. The device will be checked in with the office daily for 30 days.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or lead teacher, and suspension of the student from school. The electronic device will be banned from school for 30 days. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office to retrieve the electronic device and a plan is developed between student, parents/guardians, and the school for appropriate use.

Section 9 Bicycles

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is



Student-Parent Handbook

necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Bulletins and Announcements

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

Section 12 Copyright and Fair Use Policy

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

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

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

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

Section 13 Behavioral Points of Conduct

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students



Student-Parent Handbook

should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website. The Schools also employs a full time licensed mental health coordinator and a full time peer support counselor.

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness, which causes a student to be absent from school.
 - c. Doctor or dental appointment, which require students to be absent from school.
 - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
 - e. School sponsored activities, which require students to be absent from school.
 - f. Other absences, which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

2. Unexcused Absences: An absence, which is not excused, is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in



Student-Parent Handbook

their assigned class or ready and attentive in their assigned area when the bell for their first-class rings. 5 tardies is equivalent to a full day of being absent.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Section 3 Absence Procedures

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person



Student-Parent Handbook

having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. The circumstances for all absences from school will be identified as either "School Excused" or "Not School Excused."

A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration.

A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester. Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5008.

Article 5 - Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards in grades 1st-6th. The following scale will be used to assign letter grades and a grade point average from a percent:

Each teacher will define the grading procedures to be used in their classes. Kindergarten students are assessed on the Nebraska Gold Standards and will receive their own report card.

A+	100-97.5	B+	92.4-90	C+	84.9-82.5	D+	77.4-75
A	97.4-95	B	89.9-87.5	C	82.4-80	D	74.9-72.5
A-	94.9-92.5	B-	87.4-85	C-	79.9-77.5	D-	72.4-69.5

Section 2 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a



Student-Parent Handbook

grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. The District encourages parents to contact their building administrator with concerns about a student's advancement.

Section 3 Report Cards

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. If a student is failing the teacher/school must contact their parents regarding their grade.

Section 4 Parent-Teacher Conferences

Parent-teacher conferences will be held twice a year; one in the fall and one in the spring. Conferences with teachers, at any other time, are possible by calling the school office and/or making arrangements with the teachers.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for



Student-Parent Handbook

further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.



Student-Parent Handbook

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.



Student-Parent Handbook

Section 3 Guidance Services

Bloomfield Community Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor or the mental health counselor, please stop by the principal's office or the counselor's office to send up an appointment.

Section 4 Health / Wellness Services

Please see the school webpage for our most current Wellness Policy (5417).

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The student/s must be free of symptoms without medication for 24 hours before returning to school.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All prescription medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. No cough drops are allowed.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, 7th graders, and 10th graders are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health



Student-Parent Handbook

concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations For the School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age



Student-Parent Handbook

Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born.

Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when



Student-Parent Handbook

participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting on and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available. Stay out of the aisle.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Sit in your assigned seat.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you



Student-Parent Handbook

need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled



Student-Parent Handbook

- substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
 3. Possession, use, distribution or being under the influence of alcohol.
 4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
 5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
 6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

Section 2 Forms of School Discipline Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the



Student-Parent Handbook

educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

B.. Thinking Room

The Elementary Resource Room has a thinking room. A thinking room is a place where students who are noncompliant with their teacher(s), are not completing their assignments, and are causing a disruption in their class can go until they are able to return to class. To return to class a student needs to have 5 minutes of quiet time, complete their missed work (from the class they left), and deliver an apology verbally or written to the teacher/students that they affected (if necessary), and lastly have a restitution plan about how they can handle the situation differently if it should occur again. Consequences can be altered due to the student's age by the CPI team. The Elementary Staff has been trained in CPI training (Crisis Prevention Intervention). CPI will be used if the students are unwilling to go to the thinking room under their own free will.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the



suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school



and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a



conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten



through second grade student may be suspended from school, unless the student (1) brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to,



Student-Parent Handbook

counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.



5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the



Student-Parent Handbook

District's dress code and electronic communication device rules.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.



For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- d. Head wear including hats, caps, bandannas, and scarves.
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process



Student-Parent Handbook

and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student will call home for proper apparel and to notify parents of the inappropriate apparel. If clothes cannot be brought to school, the student will be given clothing to wear with parental consent. If students are sent to office a second time or subsequent event they will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion. Documentation and record keeping for each incident will be on file. After implementation, there will be follow up with parent/guardian/caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

Appropriate Outdoor Recess Clothing

Cold Temperatures- children will have recess unless adverse conditions exist. Adverse conditions are those in which the combination of temperature and windchill is "0°F or lower. The ultimate decision will be made by the administrator.

Headwear, gloves, mittens, and boots in addition to coats/snowsuits/coveralls are the expected clothing items for outdoor



winter school activities. If for any reason children do not wear boots or snow pants, they will remain on the hard surface area by the wall when muddy/snowy conditions are present.

Warm Temperatures-children will wear coats when outside weather temperatures are below 60 degrees. A sweatshirt is not a coat.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

b. Academic Integrity.

- i. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- ii. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or



information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the



- student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine



appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.

- (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be directed to stop.
- b. 2nd Offense: Student will be directed to stop, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

10. Law Violations

Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying:

One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.



12. Network, E-Mail, Internet, and Other Computer Use Rules:
- a. General Rules:
- i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
 - ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
 - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - iii. Students shall not use or try to discover another user's account or password.
 - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.



Student-Parent Handbook

- v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
- vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 Extracurricular Fees

Appendix“1” to 2021-2022 Student Fees Policy of Bloomfield Community Schools— Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ¹ or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of a school owned instrument.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the

¹ Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the 2026-2027 school year.



Student-Parent Handbook

		expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast--\$2.35 Adults \$3.10 Lunch--K-6 \$3.45, 7-12 \$3.75 Extras—Main \$1.50, Other-- \$1.25 Adults--\$4.90 Preschool/Kindergarten Snack- \$.80 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The Bloomfield Community Schools does not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent, Todd Strom
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Principal, Klint Conroy
Section 504 of the	Discrimination, harassment	Superintendent,



Student-Parent Handbook

Rehabilitation Act and the Americans with Disability Act (ADA)	or reasonable accommodations of persons with disabilities	Todd Strom
Homeless student laws	Children who are homeless	Superintendent, Todd Strom
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent, Todd Strom

The Coordinator may be contacted at: 311 East Benton Street Bloomfield, Nebraska 68718, telephone number (402) 373-4800.

Section 3 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notification of Rights Under FERPA

Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not



Student-Parent Handbook

to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;



Student-Parent Handbook

3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Bloomfield Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.



Student-Parent Handbook

Section 5 Combined District and School Title I Parent and Family Involvement (Policy No. 6410)

Bloomfield Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and



Student-Parent Handbook

other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Section 6 Student Privacy Protection Policy

It is the policy of Bloomfield Community Schools to develop and implement policies, which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.



Student-Parent Handbook

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within



Student-Parent Handbook

five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;



Student-Parent Handbook

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

Section 7 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended



Student-Parent Handbook

when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Bloomfield



Student-Parent Handbook

Community Schools based on it being the school of origin, the new school and Bloomfield Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 8 Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, it agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any



Student-Parent Handbook

manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to continue the eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - A publicly announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof are notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a



Student-Parent Handbook

letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure



The Bloomfield Community Schools Early Childhood Program will feature hands-on learning opportunities for children ages 3-5 based on Creative Curriculum Guidelines as suggested by the State of Nebraska Department of Education as well as the Nebraska Early learning Guidelines for Ages 3-5.

State funded early childhood education programs must adhere to age eligibility guidelines set by the State as stated in Rule 11. Children who are eligible to enroll in kindergarten (those who reach 6-years-old by Jan. 1st of the current year), may not participate in a State funded preschool program.

Preschool Eligibility

Early Childhood program is offered to boys and girls whose age falls within the following regulations:

- Children that turn 3 years of age **BY** July 31, 2026, will be enrolled in the PK-3 program.
- Children that turn 4 years of age **BY** July 31, 2026, will be enrolled in the PK-4 program.
- Children that turn 6 years of age **PRIOR** to Jan.1, 2027 must be enrolled in the Kindergarten program.



Student-Parent Handbook

Preschoolers are assessed using Teaching Strategies Gold. This program assesses the children in physical, social, emotional, cognitive, literacy, and mathematics skills.

There will be 2 opportunities for parent teacher conferences at school and two home visits.

Preschool begins on the Monday of the first full week of school. The week before, preschoolers can Participate in Play Days. Students can come the whole time or choose to come for a little bit. Play Days are a chance for the students to see the classroom and interact with classmates.

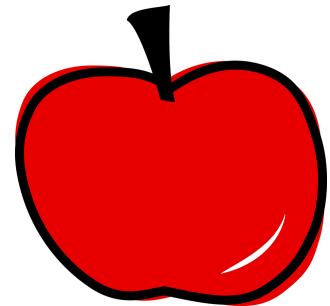
Preschoolers are assessed using Teaching Strategies Gold. This program assesses the children in physical, social, emotional, cognitive, literacy, and mathematics skills.

Communication:

Communication is primarily done through Seesaw. Seesaw is an app to keep up to date about what is happening in the classroom and message the teacher. Communication can also be done via phone, email, or conference.

Preschool Program Hours/ Arrival and Dismissal

- For 3-year-old preschool breakfast will be optional daily
- For 4-year-old preschool on Fridays they will receive lunch and will be offered an optional breakfast.



The Preschool Program will be as scheduled as follows:

3-year-old preschool:

- Monday through Thursday, 8:00am to 11:15am.
- Breakfast is offered beginning at 7:30am
- Students should arrive NO earlier than 7:45am if they are not having breakfast
- Students should be picked up NO later than 11:20 am



Preschool 3 class will not meet on days identified as late start days due to inclement weather.

4-year-old preschool:

- Monday through Thursday, 12:30pm to 3:35pm AND
Friday Mornings, 8:00am to 12:00pm.
- Students should arrive NO earlier than 12:25pm Mon-Thurs. AND



Student-Parent Handbook

- 7:30am on Friday if have breakfast, otherwise no earlier than 7:45am.
-Friday optional breakfast is offered beginning at 7:30
-Students should be picked up no later than 3:40pm Mon-Thurs. **AND**
12:05pm on Friday.

**Bus options are available for Preschool students.*

Preschool 4 class will not meet on Fridays identified as late start days due to inclement weather.

Preschool Fees

Preschool Snack

-\$0.90 for snack.

Preschoolers get the opportunity to participate in school programs and field trips. Notes will be sent home with details prior to events.

Preschool graduation will take place for the Four year old class at the end of the school year. Graduation is open to whomever would like to attend.



Student Dress

- Your child should be dressed for active and participatory play.
- Your child should wear sturdy, protective shoes which will enable them to run, climb and play with ease.
- Students go outside most days, so please dress your child appropriately.
- In the winter, hats and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground. The kids will go outside as long as the real feel is 10 degrees and above.

Bathroom Issues

We know accidents happen. Your child will not be made to feel bad if he/she has an accident. A staff member will help your child change clothes. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home in your child's backpack.

In the event of a bathroom accident, school personnel will assist students with accident clean-up including wiping of a student and changing of clothing. School personnel will notify parents by email, phone call, or note. If you do not want school personnel to provide assistance, please notify the office.



RECEIPT OF 2026-2027 STUDENT - PARENT HANDBOOK OF Bloomfield Community SCHOOL AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Bloomfield Community Schools is available on the Internet at bloomfieldschools.net.

Because of the expense of printing the handbooks, we are asking that you consider using the Internet to access and review the Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **September 4, 2026**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- ☐ **Thank you for providing the Student-Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.**
- ☐ **I prefer a paper copy of the Handbook.**

Name

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Bloomfield Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: _____ Date: _____

Student's Signature

Parent or Legal Guardian's Signature

2026-2027 Bloomfield Employee Handbook

Mission Statement:

*Building, Excellence, Encouraging, Success.
Honesty - Community - Relationships.*

Goal:

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



NON DISCRIMINATION PROGRAMS & ACTIVITIES.....	4
BOARD POLICIES.....	4
PHILOSOPHY.....	4
OBJECTIVES.....	4
BOARD OF EDUCATION.....	5
FUNCTIONS OF THE BOARD.....	5
PROCEDURES OF THE BOARD.....	6
PERSONNEL.....	7
PREMIUMS, GIFTS AND INCENTIVES.....	9
THE SUPERINTENDENT.....	9
DUTIES OF THE SUPERINTENDENT.....	9
THE PRINCIPAL.....	10
THE PRINCIPAL & SCHOOL POLICIES.....	10
THE DUTIES & RESPONSIBILITIES OF THE PRINCIPAL.....	11
RESPONSIBILITIES OF THE SCHOOL COUNSELOR.....	11
RESPONSIBILITIES OF THE INDIVIDUAL FACULTY MEMBER.....	12
PARAPROFESSIONALS.....	13
SEXUAL HARASSMENT.....	13
DISCRIMINATION & HARASSMENT.....	14
COMPLAINT PROCEDURE.....	14
THE TEACHER'S RESPONSIBILITIES.....	16
CRISIS RESPONSE TEAM.....	16
REGISTRATION OF CERTIFICATES.....	17
MILITARY LEAVE OF ABSENCE.....	17
MILK EXPRESSION.....	17
NEGOTIATED AGREEMENT.....	18
ADMINISTRATIVE SUPERVISION.....	41
EVALUATION PROCEDURE.....	41
CONFLICT OF INTEREST.....	42
SOLICITATION AND DISTRIBUTION OF MERCHANDISE.....	43
TEACHER ATTENDANCE.....	43
STAFF APPEARANCE.....	43
DRUG AND ALCOHOL TESTING.....	43
ABSENCE OF TEACHERS.....	43
KEYS.....	44
SECURITY.....	44
SEARCHES & SEIZURES.....	44
STUDENT SEARCHES BY STAFF.....	44
STUDENT MEDICATIONS.....	45
FACULTY MEETINGS.....	45
CLASSROOM ENVIRONMENT.....	45
CHILD ABUSE.....	45
OUTSIDE AGENCIES.....	46
OUTSIDE EMPLOYMENT.....	46
POLITICAL ACTIVITIES.....	46
SOCIAL MEDIA USAGE BY STAFF.....	46
SCHOOL PUBLICATIONS.....	47
NEWS AND PRESS RELEASES.....	47
NEWSLETTER.....	47
COPYRIGHT AND FAIR USE.....	47
INTELLECTUAL PROPERTY.....	48
CONSTITUTION, LAWS, BY-LAWS.....	48
TELEPHONE/CELL PHONE.....	48

COMMUNICATION OF STUDENTS.....	48
ELECTRONIC COMMUNICATION DRIVING.....	48
SCHOOL PROPERTY.....	48
LOST/DAMAGED SCHOOL PROPERTY(INCLUDING TEXTBOOKS).....	49
ILLNESS OR ACCIDENT.....	49
INCLEMENT WEATHER.....	49
AUDIO-VISUAL AIDS.....	49
RECORDING OF STUDENTS AND CLASSROOMS.....	49
PURCHASE ORDERS.....	50
BLOOMFIELD COMMUNITY AUDITORIUM.....	50
REQUEST FOR BUSES/TRANSPORTATION.....	50
DRIVING SCHOOL AND PERSONAL VEHICLES.....	51
SCHOOL VEHICLE USE.....	51
LESSON PLANS.....	51
GRADING & REPORTING.....	51
PARENT-TEACHER CONFERENCES.....	52
PARENT TEACHER COMMUNICATION.....	52
DISCIPLINE.....	52
THREAT ASSESSMENT AND RESPONSE.....	53
WEAPON FREE WORKPLACE.....	54
EVACUATION DRILL INSTRUCTIONS (FIRE).....	55
EVACUATION DRILL INSTRUCTIONS (TORNADO).....	56
BOMB THREAT.....	56
INTRUDER ALERT.....	57
STATE ACTIVITIES.....	57
BLOOMFIELD COMMUNITY SCHOOLS – 403-B PLAN.....	57
SUBSTITUTE TEACHERS.....	57
JOB DESCRIPTIONS & OUTLINE OF DUTIES OF THE ATHLETIC DIRECTOR.....	58
DUTIES OF HEAD COACHES.....	58
ACTIVITY FUND.....	59
ELEMENTARY FUND.....	60
MATERIALS SELECTION POLICY.....	60
SCHOOL LIBRARY BILL OF RIGHTS.....	62
INTERNET ACCEPTABLE USE POLICY.....	63
TOBACCO USE PROHIBITED.....	63
DRUG-FREE SCHOOL & COMMUNITY POLICY.....	63
PERSONAL AND PROFESSIONAL CONDUCT.....	65
PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS.....	65
POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF.....	66
NETWORK/EMAIL/INTERNET AND OTHER COMPUTER USE RULES.....	66
ACKNOWLEDGMENT.....	69
ACCEPTABLE USE OF COMPUTERS & NETWORKS.....	70

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 Todd Strom in writing at 311 East Benton P.O. Box 308, Bloomfield, NE 68718 or by telephone at (402) 373-4800.

BOARD POLICIES

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

PHILOSOPHY

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

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

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

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

OBJECTIVES

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

1. Respect for self, which comes through sincere respect for others.
2. Acceptance of responsibility for her/his self-evaluation, motivation, and discipline.
3. A knowledge of his/her self-capabilities and limitations for a clearer understanding of her/himself.
4. An attitude that accepts the importance of intellectual attainments because of their future.
5. An appreciation of good study habits.
6. A personal feeling of "belonging" to the school. It is each of our jobs to make all students (new and returning) feel welcomed to our school community
7. A sound emotional interaction in peer-group relations for a stable adjustment to the society of which he is a part.
8. A high sense of moral and spiritual values based on our democratic way of life. In order to implement the philosophy of

the school, the following objectives have been established:

9. To provide the best possible education for each student.
10. To provide for the needs of each individual student as directed by the community and society.
11. To employ professional personnel who will relate to the needs of the students and Community. **Each of us needs to strive to better our instructional strategies every day.**
12. To provide an educational program that meets the set standards for graduation and/or vocational training with provisions for electives to meet the special needs and interests of our students and their future learning needs.

BOARD OF EDUCATION

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

Deb Wragge	President
Hally Ziegler	Vice President
Dee Bratetic	Secretary
Brady Folck	Member
Casey Schmeckpeper	Member
Justin Jindra	Member
Heather Gubbels	Recording Secretary
Barb True	Treasurer

FUNCTIONS OF THE BOARD

Three functional activities are recognized in respect to the Board of Education's administration of public education within the School District.

- a. Policy-Making
 - i. Planning is basic to all activities. Policy-making is that function, which determines what shall be done, establishes procedures for accomplishing the tasks, selects an executive officer and delegates to him the placing of plans and policies into operation and provides the financial means for their achievement.
- b. Executive
 - i. The executive is that function which is concerned with the placing into operation the plans and policies, keeping the Board of Education informed and furnishing creative leadership to the Board and to the Profession.
- c. Hiring and Evaluation of the Superintendent: The school board is responsible for hiring the

Superintendent who serves as the chief executive officer of the district. The board and superintendent then collaborate to set goals and priorities for the district. The board also evaluates the Superintendent's performance annually and establishes contractual terms with the Superintendent.

PROCEDURES OF THE BOARD

1. While the Board of Education is charged by the state with the responsibility for providing educational opportunities for the children of its schools, and of directing those public school activities which the state entrusts to its care and supervision, a carefully planned pattern of authority is observed by the Board. In fulfilling its obligations, the Board acts similarly in its relationship to the school as do Boards of Directors to successful business organizations; that is, through the power of legislation, by determination of policies, and the evaluation of results. The direct administration of the school system is delegated to the Superintendent of Schools, whom the Board appoints to act as Executive Officer of the Board. The Superintendent is held individually and directly responsible to the Board for the execution of all its policies and its legislation, and for such other duties assigned to him by the Board. Individual members have status as Board members only when acting formally as members of the Board while it is in regular or special session, or when specifically entrusted by the Board to carry out definite assignments.
2. While it is true that the individual members of the Board exercise the authority and responsibility of their position only when the Board is in session, the public thinks of them as members of the Board twenty-four hours a day, and his/her own interest and desires to serve the community through his/her membership on the Board of Education continues when the Board is not in session. A single Board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss school matters intelligently, and he/she has a right to expect to have access to the information which makes it possible for him/her to be intelligent about school affairs.
3. Much of his/her information may come to him/her in casual conversation with members of the public, parents, or employees of the Board. Much more of this information will come from bulletins and publications from the office of the Superintendent and members of his staff. When a Board member is seeking information about a specific problem he/she should ask the Superintendent to prepare a report on the matter with the help of his/her staff.
4. At times a person or group of persons may confront a single Board member with a problem or a complaint, which should be handled by the Superintendent or a member of his staff. Each Board member must decide how much time can be spent at this sort of thing, and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all -- no member, nor the Board itself, will officially consider such problems or complaints until they have been submitted to the proper authority, generally the Superintendent or Principal(s), and a report made by the Superintendent to the Board in session. If satisfactory adjustment cannot be accomplished by this procedure, the Board may, if it deems it advisable, grant a hearing to the persons interested. Such a hearing will be held during a regular or special session of the Board.
5. When a member is confronted with a situation, which in his judgment justifies a departure from this procedure, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular meeting, committee of the whole or special session. It is often wise for Board members to postpone the formulation of their own opinion until they have had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.

BLOOMFIELD COMMUNITY SCHOOLS PERSONNEL

Name	Position	Name	Position
Todd Strom	Superintendent	Klint Conroy	Secondary Principal/Special Education Coordinator/Activities Director, Title IX Coordinator
Tabitha Gilsdorf	Elementary Principal/Title I Coordinator/ Activities Director	Betsy Eckstrom	Art/ Junior Class Sponsor, One Acts
Emilee Dowling	Preschool Teacher	Lacey Schuettler	Grade 1
Elizabeth Bedrous	Grade K-4 Special Education	Bridget Heimes	Title I/H.A.L.
Jessica Schleusener	Kindergarten	Jeanette Wagner	Upper Block Interventionist
Laura Hauger	Grade 3-6 Science/ Elementary Student Council	Katelyn Veldkamp	Paraprofessional
Sheila Lange	K- 12 Instrumental/Vocal Music	Kayla Eisenhauer	Preschool Teacher
Cassandra Suing	Grade 3-6 Language Arts/ Elementary Student Council, Elementary 504 Coordinator	Alyssa Burenheide	Paraprofessional
Brittany Smith	Grade 3-6 Mathematics, Track	Shaelyn Bruckner	KD Paraprofessional
Sheila Olsen	Administrative Assistant	Don Jeannoutot	Kitchen Assistant
Tyler Smith	Technology Coordinator, Boys Basketball	Jackie Loecker	School Nurse, Cross Country, High School Track
Kristy Hanefeldt	Library Paraprofessional	Brianna Becker	Grades 5-8 Special Education
Jarrick Isom	Elementary Custodian	Robbin Beckmann	Science
Brian Santiago	Physical Education/ EL, Cross Country, Jr. High & High School Track, Girls Jr. High Wrestling	Gary Eisenhauer	Math, Sr. High Volleyball, National Honor Society
Adria Anderson	Kitchen Manager	Matt Kuchar	7-12 Social Studies/ Senior Class Sponsor, Football Coach, Assistant Basketball

			Coach
Kathy Jeannoutot	Kitchen Assistant	Melinda Makings	English/Librarian/ Junior Class Sponsor, Speech
Anita Sahagun	Kitchen Assistant	Darrel Fehringer	Head Custodian/Driver
April Kauth	Paraprofessional	Kevin Millikan	Mechanic/Transportation Director
Jason Hefner	Paraprofessional, Golf, High School Football	Myrle Gilsdorf	Driver
Angie Guenther	School Counselor PK-12	Barbara Fehringer	Paraprofessional
Mary Abbenhaus	Math/Business, Freshman Class Sponsor	Ariel Fiedler	Ag Education/ FFA Advisor
Brooke Sazama	English, Sophomore Class Sponsor, Yearbook	Colton Gieselman	Paraprofessional, One Acts
Brooke Schmeckpeper	Family Consumer Science, FCCLA	Samantha Fehringer	Business Manager/ Jr. High Volleyball Coach
Diane Fehringer	Licensed Mental Health Counselor	Heather Gubbels	Administrative Assistant
Katy Yunker	Peer Support Counselor	Tyler Smith	Technology Coordinator
Reann Risor	Grades 9-12+ Special Ed/ 504 Coordinator	Roland Johnson	Custodian/Driver
Anna Osten	Spanish/EL Coordinator, Sophomore Class Sponsor, Jr. & Sr. High Student Council	Delaney Mackeprang	Grade 3-6 Social Studies
Allison Schoenberner	Paraprofessional	Abby Folck	Grade 2
Darla Frisch	Paraprofessional	Mr. Conner Wilson	Girls Sr. High Basketball
Jeff Ferhinger	7-12 Physical Education, Freshman Class Sponsor, Track, Junior High Football, Track, Boys Jr. High Wrestling, Boys Jr. High Basketball,	Mrs. Rudloff	Girls Sr. High Basketball, Sr. High Volleyball
Ms. Barger	Cheerleading	Ms. Schmeckpeper-Pena	Dance
Mr. Sauser	Sr. High Wrestling	Mr. Bruns/Mr. Hopkins	Sr. High Football

Mr. Wiebelhaus	Boys Jr. High Wrestling, Sr. High Wrestling		
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PREMIUMS, GIFTS, & INCENTIVES OFFERED TO SCHOOL EMPLOYEES

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

THE SUPERINTENDENT

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

DUTIES OF THE SUPERINTENDENT

1. Assists the Board in reaching sound judgments, establishing policies, and approving such matters as the law and those regulations that require the Board of Education to approve.
2. Is responsible for placing before the Board of Education all necessary and helpful facts, comparisons, investigations, information, and reports; and shall make available for personal advice, or on special or technical matters, aside from legal matters, all those persons, who in his opinion, or that of the Board, are qualified to furnish the same.
3. Prepares and submits to the Board for approval, rules, regulations, statements of policy, programs, and other matters which require approval by the Board, which he deems are needed for the proper conduct, control, and uniform management of the schools in all of their phases.
4. Communicates all instructions originating with the Board of Education to students, teachers, administrative and supervisory personnel, the non-teaching employees of the district, and the laymen of the community.
5. Attends all meetings of the Board of Education except in cases of personal illness, or when excused by the Board, or when matters pertaining to his own tenure are up for discussion.
6. Recommends the employment of all certified and non-teaching personnel, and the dismissal of all personnel to the Board of Education.
7. Assigns all certified and non-teaching personnel to their respective duties and makes such changes in the assignment of personnel as may be necessary, approved by the Board of Education.
8. Recommends all school employees for reelection or dismissal.
9. Prescribes and plans all personnel reports to the Board.
10. Is responsible for the proper preparation and preservation of all school records and reports.
11. Grants temporary leaves of absence to school personnel for illness or other reasons in conformance with the policies of the schools.
12. Employs substitutes for all personnel on leave of absence.
13. Convenes the certified and non-teaching personnel for the purpose of giving information and mutual conferences on

any phase of school work.

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

THE PRINCIPALS

The principals are the chief administrative and supervisory officers of their respective schools, and as such, are considered to be the professional advisors to the Superintendent of Schools. As supervisor and administrator, each Principal shall devote a fair share of their planned time to actual classroom supervision, and the remainder of their time to curriculum development, improvement in instructional practices, public relations, personnel records, other essential school business, and supervision of the co-curricular program. In recognition of the fact that the Superintendent is the executive head of the school system, and the professional advisor to the Board of Education, the Principal shall keep the Superintendent well- informed at all times as to the progress and the problems of the schools under her/his administration.

THE PRINCIPAL AND SCHOOL POLICIES

The authority of the Principal in administering the affairs of the schools extends only insofar as is defined by school policy and reasonable (Board approved) regulations of their own making in order to ensure the proper functioning of the schools under their jurisdiction. The Principal is charged with the proper observance of the policies of the schools pertaining to themselves, and the administration of these policies as they affect all personnel under his/her supervision. The Principal is further charged with the

responsibility of evaluating and providing feedback to all personnel under their direction with the policies of the schools. The policies of the schools may not be altered, added to, detracted from, or substituted for in any respect without the approval of the Superintendent of Schools and the Board of Education. The policies of the schools shall be administered on a fair and impartial basis and binding on all of the personnel of the school district.

THE DUTIES & RESPONSIBILITIES OF THE PRINCIPAL

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

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

RESPONSIBILITIES OF THE SCHOOL COUNSELOR

The Guidance Counselor shall be responsible for the following:

1. Providing individual and/or group sessions for all students and parents in Grades K-12 with special emphasis on "at risk" students.
2. Supervises the maintenance and is responsible for cumulative record folders for all students in Grades K-12.
3. Organizing, supervising, and evaluating career nights, occupational field trips, and conferences for students in Grades K-12.
4. Informing the principals of any pertinent information regarding students in Grades K-12.
5. Conducting follow-up studies and surveys of Bloomfield High School graduates for vocational education purposes and for administrative and Board of Education information.
6. Planning time so that absolute priority will be given to the guidance aspect of the position, including responsibility for:
 - a. Scholarship Information
 - b. College Entrance Requirements

- c. Financial Aids and Grants
 - d. Armed Services Information
 - e. Vocational-Technical School Information
 - f. All Aspects of Testing and Interpretation
7. Assisting students and their parents in selecting subjects and making out courses of study.
 8. Assisting pupils in determining long-term education plans as early as possible and making program changes when necessary to aid the students in his school adjustment.
 9. Maintaining occupational and vocational counseling materials for students and teachers.
 10. Assisting students in clarifying occupational aims giving due consideration to their abilities, aptitudes, interests, personality, and economic and social environment.
 11. Being responsible for the accurate recording of standardized test scores in cumulative records and GPA's and class ranks on student transcripts.
 12. Conduct teacher, parent, and pupil conferences to help solve school adjustment problems.
 13. Coordinating orientation of new students to the school.
 14. Coordinate Adult Continuing Education programs. Coordinate Distance Learning classes.
 15. Acting as Lead Teacher/ in the absence of the Principal/Superintendent.
 16. Student discipline in the absence of the Principal/Superintendent.

RESPONSIBILITIES OF THE INDIVIDUAL FACULTY MEMBER

1. Each faculty member is responsible for the supervision of all students **at all times** during the school day.
2. Each faculty member is directly responsible for the development of his/her instructional area into the best possible learning experience for his/her students. Included in this development would be:
 - a. To coordinate his/her instructional area with the other areas in his department and the total program of the school.
 - b. To develop appropriate scope and sequence that relates learning in his area to other areas and continues the learning in a logical and orderly manner.
 - c. To make decisions regarding what is to be learned, how it is to be learned, and under what conditions the learning is to take place.
 - d. Establish and maintain a positive learning environment in their classroom.
 - e. To develop and implement researched based, innovative practices and methods into the learning process.
3. Each faculty member is to determine and administer a budget for his/her instructional area. He/She shall work closely with their Principal in requesting the purchase of all equipment and expenditure of all funds for his instructional area. The Administrator must give for expenditure of district funds. This includes the following:
 - a. Purchase of equipment and supplies.
 - b. Purchase of textbooks.
 - c. Securing funds for field trips, professional travel, and special instructional activities.
4. Each faculty member shall see that students are working under the best learning conditions possible. Safety in the classroom shall be the instructor's direct responsibility.
5. Each faculty member shall be responsible for the evaluation of his/her students. He/She must determine whether the credit is to be given or withheld at the completion of a course.
6. Each faculty member is the administrator of his/her own instructional area. He/She is responsible for the direction, development, and coordination of his area. He/She shall work closely with his/her Principal in the development, coordination, and administration of his program. He/She must make definite decisions regarding the nature of his/her instructional area.
7. Each faculty member is responsible to his/her Principal to keep him/her informed regarding his/her instruction area, for requesting final approval in financial matters, for working closely with the Principal

in the evaluation of himself/herself as an instructor and in the evaluation of the curriculum. Teachers are expected to show positive growth in their instructional practices. “If you’re not uncomfortable you’re not growing.”

8. Each faculty member is a member of the community taking an interest in the welfare of all its citizens.
9. Each faculty member must maintain and publicly display a constructive attitude toward the school and the community. Each member must reflect the attitudes and standards he/she desires others to possess.

PARAPROFESSIONALS

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

SEXUAL HARASSMENT

The Board of Education is committed to providing an educational environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. Sexual harassment involves conduct which interferes with work productivity and deprives employees of the opportunity to work, and students of the opportunity to learn and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors, and other such verbal or physical conduct. Sexual harassment is a prohibited practice and is a violation of law. Sexual harassment has been defined by the United States Equal Opportunity Commission as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when (a) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual’s employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (c) the conduct has a purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

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

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

DISCRIMINATION AND HARASSMENT

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

COMPLAINT PROCEDURE

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

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX Coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted in writing to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX Coordinator, Klint Conroy at kconroy@blfdbees.org.
3. When a complainant submits a complaint to an administrator or to the Title IX Coordinator, the

administrator or Title IX coordinator shall promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the staff member involved.
 - i. If the complainant has not, the administrator or Title IX coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - i. 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.
 4. 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 coordinator received the complaint.
- c. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - i. This appeal must be in writing.
 - ii. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX coordinator communicated his/her decision to the complainant.
 - iii. The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - iv. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
- d. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - i. This appeal must be in writing.
 - ii. 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.
 - iii. 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.
 - iv. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received the complainant's written appeal.
 - v. There is no appeal from a decision of the board.
- e. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- i. Determine whether the complainant has discussed the matter with the superintendent.
- ii. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
- iii. 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.
- iv. Strongly encourage the complainant to reduce his or her concerns to writing.
- v. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- vi. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

THE TEACHER'S RESPONSIBILITIES

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

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

CRISIS RESPONSE TEAM

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy. Todd Strom, Klint Conroy, Darrel Fehringer, Heather Gubbels, Laura Hauger, Gary Eisenhauer, Tabitha Gilsdorf, Bryan Ruhr, Jeff Holtz, Collette Panning, Ben Lauck, Angie Guenther, Jackie Loecker, Jerry Nipp, Lu Ann Jessen, Ken Gill, Local Pastors, and Community volunteers.

REGISTRATION OF CERTIFICATES

All teachers must have their certificates registered in the office of the Superintendent at Bloomfield Community School. It is the teacher's responsibility to see their certificate is properly registered. **It is against the law to pay a teacher who does not have a valid certificate.** All support staff that achieve certification in their respective area(s) are encouraged to file a copy of their certificate with the Superintendent. Professional development is encouraged, either by an approved course of study through an institution of higher learning or by attending professional development sessions related to the teacher's discipline or educationally related. Hours for advancement on the salary schedule must be **pre-approved** for use in this area and must be accompanied by an official college transcript prior to September 1st of the current school year in order to be used for advancement on the salary schedule.

MILITARY LEAVES OF ABSENCE

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

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

MILK EXPRESSION

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

Negotiated Agreement
for the 2026-2027 Certified Teacher Contract Year
Between the Bloomfield Community Schools Board of Education
and the Bloomfield Education Association

Negotiation Process:

- The Board recognizes the Bloomfield Education Association as the exclusive and sole collective bargaining representative for all district-certified teachers per the NE CIR Certification Order—BEA BCS 11.2013.
 - Teacher shall mean all certificated teaching personnel and other professional personnel employed by the District, excluding Administration.
- The Negotiation process between the Board of Education and the Bloomfield Education Association, per Nebraska Revised § 48-818.01.
- - Will begin before or on November 1 for the next contract year.
 - Either party may initiate the process.
 - NOTE:
 - A minimum of four meetings must be held.
 - A contract must be reached by February 8; otherwise, the negotiations will proceed to arbitration.
 - The BEA and the BOE intend to complete this process on or before the BEA's Decision Day in December.

In the event a new agreement is not negotiated and agreed upon for the school year following the expiration date of this Agreement, this Agreement shall remain in effect until a new agreement is reached, and the new Agreement shall be retroactive to the beginning of the school year for which it applies.

		Index						
Base Salary	Full time	Down	Across					
40,600	1	0.04	0.045					
		BA	BA+9	BA+18	BA+27	BA+36/ MA	MA+9	MA+18
	1	1	1.045	1.090	1.135	1.180	1.225	1.270
		\$40,600	\$42,427	\$44,254	\$46,081	\$47,908	\$49,735	\$51,562
	2	1.04	1.085	1.130	1.175	1.220	1.265	1.310
		\$42,224	\$44,051	\$45,878	\$47,705	\$49,532	\$51,359	\$53,186
	3	1.08	1.125	1.17	1.215	1.260	1.305	1.350
		\$43,848	\$45,675	\$47,502	\$49,329	\$51,156	\$52,983	\$54,810
	4	1.12	1.165	1.21	1.255	1.300	1.345	1.390
		\$45,472	\$47,299	\$49,126	\$50,953	\$52,780	\$54,607	\$56,434
	5	1.16	1.205	1.25	1.295	1.340	1.385	1.430
		\$47,096	\$48,923	\$50,750	\$52,577	\$54,404	\$56,231	\$58,058
	6	1.2	1.245	1.29	1.335	1.380	1.425	1.470
		\$48,720	\$50,547	\$52,374	\$54,201	\$56,028	\$57,855	\$59,682
	7	1.24	1.285	1.33	1.375	1.420	1.465	1.510
		\$50,344	\$52,171	\$53,998	\$55,825	\$57,652	\$59,479	\$61,306
	8	1.28	1.325	1.37	1.415	1.460	1.505	1.550
		\$51,968	\$53,795	\$55,622	\$57,449	\$59,276	\$61,103	\$62,930
	9		1.365	1.41	1.455	1.500	1.545	1.590
			\$55,419	\$57,246	\$59,073	\$60,900	\$62,727	\$64,554
	10		1.405	1.45	1.495	1.540	1.585	1.630
			\$57,043	\$58,870	\$60,697	\$62,524	\$64,351	\$66,178
	11			1.49	1.535	1.580	1.625	1.670
				\$60,494	\$62,321	\$64,148	\$65,975	\$67,802
	12				1.575	1.620	1.665	1.710
					\$63,945	\$65,772	\$67,599	\$69,426
	13					1.660	1.705	1.750
						\$67,396	\$69,223	\$71,050
	14					1.700	1.745	1.790
						\$69,020	\$70,847	\$72,674
	15					1.740	1.785	1.830
						\$70,644	\$72,471	\$74,298
	16						1.825	1.870
							\$74,095	\$75,922

SALARY SCALE PROVISIONS For the 2026-2027 year, the school district and the BEA have negotiated a 1-year contract affecting the components of base salary and medical insurance details. **The base salary for the 2026-2027 year is settled at \$40,600.**

All college hours earned after a BA or BS degree must be graduate hours or must be included in a planned program of study leading to the advanced degree to qualify for the next horizontal step on the schedule; the teacher must notify the Superintendent of Schools not later than May 1 of their intent to earn graduate hours to receive credit on the Salary Schedule. A transcript must be filed with the Superintendent by September 1.

Certified personnel cannot advance on the Salary Schedule during the school year.

The **Professional Growth Policy**, as agreed upon by the Committee on March 11, 1983, is part of this Agreement. The sample verification form to apply for points is also available in the Faculty Handbook. See the Appendix attached.

HEALTH CARE BENEFITS

Educators Health Alliance (EHA) and other Health Insurance available -

The medical plan (EHA) is Blue Cross Blue Shield (BCBS), with a \$1,450 deductible. The dental plan (EHA) is a single dental coverage with dental coverage determined by the FTE of the Employee. (Option PPO-Coverage A - 100%, B - 75% & C - 50%)

The District pays the following towards each option listed below, including Single Dental coverage). Eligibility for receiving district benefits depends on each individual's terms of employment.

- Note: Employee pays the Dental deductible(s) as identified by the chosen plan.

Options Available	Annual Premium Paid by District
Employee only (single)	\$10,608.36
Employee & Children	\$19,291.80
Employee & Spouse	\$21,844.80
Employee, Spouse & Child(ren)	\$29,197.56

Terms and Conditions

1. The deductible for the BCBS is \$1,450 for all options 1-4.
2. EHA Insurance -
 - Employees (1.0 FTE) receive 100% of the premium's cost.
 - Employees with less than 1.0 FTE but not less than ½ Time (.5 FTE) receive the equivalent of their FTE.
 - Employees less than .5 FTE are not eligible to receive district-paid benefits.
3. Married couples with no children and both teach within the District can choose Option 1 or Option 3 during the open enrollment period (August 1-August 31 of the current year.)
4. Other Insurance is offered for Certified personnel and is available at the Employee's expense through District insurance partnerships. (Contact the District Business Office to apply.)
 - Employees can purchase Vision Insurance at 100% of their own cost through a

group plan from an independent insurance company currently associated with the school.

- Section 125 Cafeteria Plan is available to all employees. It relates to medical reimbursements and child care deductions, which are withheld as pre-tax benefits.
- 403(b) plan contributions are available to all employees. Contact the Business Office to review, increase, or decrease your contribution.
- Employees who wish to establish a 403(b) plan or are new to our district should contact the District Business Office.
- The district enrolls, at the district's expense, all certified employees in a group:
 - Long-Term Disability (LTD) insurance policy.
 - A \$10,000 coverage life insurance policy through Madison National Life.

TERMS OF THE CONTRACT

Teachers with full-time contracts require a maximum of 185 days of service. As required by Rule 10, 1080 hours will be with students in attendance at the high school and 1032 hours in the elementary with students in attendance. At least 10 hours of professional development shall be required annually outside the 1080 instructional hours. All certified employees are required to attend.

- All attempts will be made to issue contracts on or before March 1, and they shall be returned on or before March 15.
- Requests for release from contract may be considered after June 1, in cases of an emergency.
- Any teacher seeking another position must notify the Superintendent of Schools in writing on or before May 1 if they wish to be considered for contract release by June 1 to seek other employment. Requests that meet the above criteria will be granted.

Upon hire, teachers shall be credited with all previous teaching experiences from accredited public and private schools and placed on the schedule according to their degree level and the number of hours beyond the degree in their endorsed area.

Extended contracts shall be paid based on 1/185 of the 9-month contract salary daily rate for any period beyond the regular contract obligations. The working hours for an extended contract period shall be 7.5 hours per day. Monday through Friday or by arrangement with the administration.

Teachers under full contract with Bloomfield Community Schools may be reassigned by the administration for additional duty when they typically have "seniors only" classes after the seniors leave in the spring.

All part-time teachers shall be required to attend in-service days, workshop days, and parent-teacher conferences the same hours as full-time teachers and shall be reimbursed at a full-time rate for those days.

Upon retirement or leaving the district:

- Teachers shall be reimbursed \$40.00 per day of unused accumulated PTO leave
- A minimum of 10 years in the district is required

PROFESSIONAL DEVELOPMENT AND SCHOOL DAYS

- Shall be considered a full working day, 7:45-4:00.
- Teachers shall be paid \$125.00 daily for school-required workshops during non-contract days.
- Professional leave will be granted at the Superintendent's discretion.

SNOW CANCELLATION OF SCHOOL DAY

- Elementary and Secondary certified staff will not be required to report for duty on a snow day. Still, it may be necessary to implement an E-day curriculum and schedule as determined by the principal.
- Snow Days, if required by the Superintendent or to meet Rule 10 Accreditation, shall be made up at the end of the school year or a scheduled school break.

Any RIF Policy changes will only take effect once new contracts are issued. All RIF changes will occur before May 15 of any school year to affect the following year. (BOE Policy 4160)

The Grievance Procedure, updated and approved on December 17, 2018, remains part of this Agreement, with the addition that all grievances shall be entered at the level where they occurred. Forms are also available in the Faculty Handbook. See the Appendix attached. (BOE Policies 4003, 4003a, & 4003b)

Anytime an Administrator places information that may be considered harmful into a certified person's file, the Administrator shall notify that certified person in writing within one typical working day. (BOE Policy 4013)

Bereavement

Absence from work will be allowed so that the employee may have FIVE (5) consecutive workdays following the death of an immediate relative without loss of pay or PTO.

- Immediate Family Member: An immediate family member is defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, and in-laws of any of the aforementioned relationships, as well as any person living within the same household with the employee.

Absence from work will be allowed so that the employee may have THREE (3) consecutive workdays following the death of an additional relative without loss of pay or PTO.

- The employee shall be granted three (3) consecutive workdays without loss of pay to attend the funeral of the employee's relative who is not an immediate family member (e.g., uncle, aunt, niece, nephew, cousin, and/or in-laws of these relationships).

Absence from work will be allowed so that the employee may have TWO (2) consecutive workdays following the death of a close friend without loss of pay or PTO.

- The employee shall be granted two (2) consecutive workdays to attend the funeral of a close friend.

NOTE: The Superintendent reserves the right to make final decisions in extraordinary hardship or need cases.

EMPLOYEE PAID TIME OFF (PTO)

Paid leaves are available under a Paid Time Off (PTO) program. PTO incorporates sick, personal, emergency, holiday, and leave into one program. PTO leave is available when the following conditions are met:

- (1) The District currently employs the Employee, and
- (2) The PTO leave day is taken on a day the Employee would otherwise be expected to work.

Personal PTO	12 days per contract year
Employee Accumulated PTO (unused PTO)	45 days maximum accumulated
Certified Accumulated Leave - Personal and accumulated PTO days must be exhausted - Prior approval is required of the district administration and C.A.L.C. (Certified Accumulated Leave Committee)	10 days maximum per contract year per employee
Bereavement	See Above

District PTO Plan for Certified Staff:

- Each teacher will be granted twelve (12) PTO days renewed **annually** on the first contract day.
- In addition, each teacher will be allowed to accrue forty-five (45) accumulated PTO days.
- Any unused PTO days over the 45 accumulated PTO will be paid at ½ rate of substitute pay in July annually.
 - For example: A staff member has forty-five (45) accumulated PTO days at the beginning of the current contract year; they will be given an additional twelve (12) days for a total of fifty-seven (57) days to start the new contract year.
 - Any used PTO days will be deducted first from the twelve (12) days granted at the beginning of the contract year, before any days in the employee's accumulated PTO.
 - If staff members use 4 PTO days during the contract year, they will have 8 unused days over the 45 maximum employee accumulated bank. They will be paid for those 8 days at ½ substitute pay rate in July.

PTO will be granted upon:

1. Notification of absence to building principal (at the earliest possible convenience)
2. Approval by the building principal
3. Ability to find a substitute prior to the date of absence (except in the case of illness)

PTO may not be used during:

- First five (5) student contract days of the school year
- The last five (5) student contact days of the school year
- Days before or immediately following the winter break
- In-service/Professional Development sessions
- Parent/Teacher Conferences with written administrative approval, however, it is strongly discouraged.

** The building administrator reserves the right to make the final decision in regard to PTO exceptions.*

If leave during these times is granted, the employee will be charged according to the **"Weighted**

Leave" chart below:

Weighted Leave

- First/Last 5 Student Contact Days: 1 full day = 2 PTO days
- In-service: Full day in-service: 1 full day = 2 PTO days
- 2:30 dismissal in-service: ½ day (P.M. only) = 1 PTO day
- 2:30 dismissal in-service: 1 day = 1.5 PTO days
- Parent/Teacher Conferences: Scheduled Conferences 1.5 PTO days

However, the Administration can waive weighted leave if deemed appropriate (See chart above).

At the end of each contract year, any **Unused Personal PTO Days** are transferred to the **Employee's Accumulated PTO**.

1. The maximum for an Employee's Accumulated PTO accumulation is 45 days.
2. Once the maximum accrual is reached, the remaining PTO days for the contract year will be paid out in July at one-half of the daily substitute rate.

Teachers serving on the School Improvement Team *for more than one year* will be granted an additional PTO day during the school year *in which the annual review is conducted*.

Certified Accumulated Leave

The district will have a "Certified Accumulated Leave" where certified staff can withdraw up to ten (10) day(s) per contract year with the approval of the building administration and the C.A.L.C. (Certified Accumulated Leave Committee) once they have depleted their personal PTO and accumulated PTO. The Certified Accumulated Leave can be used for illness, hospitalization, maternity, catastrophic event(s) of staff member and/or immediate family members.

- Any member of the Bloomfield Community Schools certified teaching staff may belong to the Certified Accumulated Leave if they agree to donate 1 day of their PTO leave each year that they wish to participate in the plan. Days donated may not be withdrawn if the certified staff member elects not to participate prior to the start of the current contractual year.
- When any participating member has used in total the entire amount of his/her PTO leave, they may apply to the C.A.L.C. with a request on the Certified Accumulated Leave Form. The committee shall consider each request and may grant permission for use of days not to exceed ten (10) day(s) per any individual request in any given contractual year.
- The C.A.L.C. reserves the right to adjust or deny employee requests.
 - The C.A.L.C. will be composed of 5 district employees (3 certified teachers and 2 administrators).
 - In the case of maternity, the employee must be employed in the district for a minimum of 2 consecutive years to use the full 10 day(s). Employees with 1 year of service will be allowed to use 5 day(s).
 - To ensure the bank's longevity, this type of request will be allowed once every two years per individual.
 - For employee(s) who have used 5 PTO days or more consecutively for a planned leave, the C.A.L.C. reserves the right to inquire as to the reason before determining granting leave from the Certified Accumulated Leave.
- Request Form can be found in the Appendix attached and Faculty Handbook.

Note: The C.A.L. (Certified Accumulated Leave) will start the 2026-2027 school year with a sum of 60 days. Additional day(s) may be added for employees wishing to participate in the plan.

In the case where there is a catastrophic event, certified staff are permitted to request donated PTO days without participation in the Certified Accumulated Leave. Requests will still be reviewed by the C.A.L.C.

- Certified staff possessing 10 or more PTO days are allowed to donate up to 5 days to the designated employee. A maximum of 20 days must be donated specifically for the unfortunate illness/event.

Any teacher having to leave for an appointment or personal business during non-student contract hours may attend to that business without taking PTO, provided the teacher notifies and obtains the building principal's permission.. The teacher must confine their absence from the building to the allotted non-student contact time available for their business.

- Teachers will notify office personnel upon departure and upon return to the building.

WITHHOLDING OF PAY

Pay will be withheld:

- If an employee does not report for duty when leave (PTO, Extended Bereavement, FMLA, Military, Family Military, or any other form of leave made available by the District) is unavailable or not granted, the District may take appropriate action. The amount of pay withheld would be equivalent to 1/185 of the salary (not extra duty) multiplied by the number of days absent. Appropriate action includes termination of the employment relationship.

Appropriate action in either of the preceding bulleted items is at the discretion of the Administration and/or the Bloomfield Board of Education.

EVENTS: ADMISSION WITHIN THE DISTRICT, THE CONFERENCE, AND STATE:

Certified Employee Admission to Regular Season At-Home Activities - :

The district provides all employees with regular season activity passes free of charge for these activities.

*District Passes are valid for the employee, the employee's spouse, and the employee's school-age children.

Note: Family members who have graduated high school or beyond are not included in this benefit.

Certified Employee Admission to Regular Season Away Conference District or State Activities -

Specific conference, district, and state events are under conference, district, or state laws or policies. The employee is responsible for these admittance fees.

Certified Employees who “work” the Admission Booth/Desk or Take Tickets for District Activities- Note: The District may assign staff to these duties as needed. The District may contract out for ticket takers.

The following Pay Scale will be used:

Activity	Description	Pay (Note: Payout per event or activity is as follows. And they are held on the same date.)
Football	Admission Booth - Ticket Taker	\$20.00 per Game
Volleyball	Admission Table - Ticket Taker	\$20.00 per Event for A & B Matches
Cross Country	Admission Taker - Ticket Taker	\$20.00 per Event JV & Varsity
Basketball (Boys & Girls)	Admission Table - Ticket Taker	\$20.00 per Event for JV & Varsity Games
Wrestling (Boys & Girls)	Admission Table - Ticket Taker	\$20.00 per Event for JV & Varsity Games
Track (Boys & Girls)	Admission Taker - Ticket Taker	\$20.00 per Event for JV & Varsity Games
Golf	Admission Taker - Ticket Taker	\$20.00 per Event for JV & Varsity Matches
Music	Admission Table - Ticket Taker	\$20.00 per Event
Drama/One-Act	Admission Table - Ticket Taker	\$20.00 per Event

Separability: If any portion of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions or applications shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

General Conditions of this Agreement:

- 1. BASE SALARY: 2026-2027 - \$40,600
- 2. HEALTH INSURANCE: Educators Health Alliance Plan; \$1,450 deductible for the calendar year 2026-27 school year; until mutually negotiated otherwise, Option 1-4 (Employee only, Employee and child, Employee spouse, and Employee, spouse & children).
- 3. The BEA agrees to assume responsibilities of the District PTO Bank, now known as the Certified Accumulated Leave, creating a teacher-led hearing/granting board, to determine the management, rights, and responsibilities for submitting and processing requests beyond the certified employees' annual PTO and Accumulated PTO.

BEA Representatives

_____ Date

Board of Education Representatives

_____ Date

EXTRA DUTY SCHEDULE 2026-27

		% of Base/Yr				
Activity	Personnel Allotted/Assigned	1st Year	2nd Year	3rd Year	4th Year	5th Year +
Activities	Note: While this extra duty indicates 1 person is allotted/assigned upon agreement with the Superintendent, it may be divided by the percentage of duties assigned to 2 or more persons. If this/these person(s) are a teacher(s), 2 free Instructional periods per day are included.					
Director	1	10	10.5	11	11.5	12

The extra duties listed in this document are the best effort to identify all sports and activities offered to the students of Bloomfield Community Schools.

- The coaches, assistant coaches, sponsors, and other positions listed indicate the number of personnel allocated and assigned for each sport or activity, taking into account the need for, or potential need for, gender, head, and assistant coaches, as well as other roles. This does not mean that all listed items will be filled. This list is both real-time and anticipatory of district needs, covering all activities and sports.
- Assignment of personnel to these extra-duty positions is the responsibility of the Activities Director and the administration, with final approval by the Board of Education.
- Identification of sports and activities is determined by Title IX, NSAA Agreements, Rule 10, and the local District's procedures and policies.
- When student participation exceeds 20, the Activities Director and Principal may, with the Superintendent's approval, assign additional assistant coach(es).

-
- Teaching Dual Credit Courses: All teachers who teach dual credit courses through any college or university shall receive ½ of the funds remitted to the school as payment for such course. The remaining ½ will be added to the general fund account.
 - Teachers covering classes during their planning period may request \$15 per period.
 - All extra-duty positions are paid in full, not prorated by FTE.
 - Mileage or school transportation shall be provided for teachers who are shared between school districts.
 - A tenured teacher may host a student teacher with principal approval once every three (3) years. Should the college reimburse the district for student-teacher placement, that pay is deposited into the District's General Fund.

		% of Base/Yr				
Activity	Personnel Allotted/Assigned	1st Year	2nd Year	3rd Year	4th Year	5th Year +
High School Sports						
Cheer						
Head	2	4	4.3	4.6	4.9	5.2
Dance						
Head	2	2.5	2.5	2.5	2.5	2.5
Summer Weights Based on a maximum of 90 hours; any less will be prorated	1	5	5	5	5	5
Football						
Head	1	12	12.5	13	13.5	14
Assistant	3	8	8.5	9	9.5	10
Volleyball						
Head	1	12	12.5	13	13.5	14

Assistant	1	8	8.5	9	9.5	10
		% of Base/Yr				
Activity	Personnel Allotted/Assigned	1st Year	2nd Year	3rd Year	4th Year	5th Year +
Cross Country	Note: BCS is the host school of the Cross Country (Co-op) with Wausa Public Schools. While BCS shares in the financial needs, BCS holds the Head Coach and Assistant Coach(es) extra-duty contracts.					
Head	1	7	7.5	8	8.5	9
Assistant	1	4	4.5	5	5.5	6
Basketball						
Head Boys	1	12	12.5	13	13.5	14
Assistant Boys	1	8	8.5	9	9.5	10
Head Girls	1	12	12.5	13	13.5	14
Assistant Girls	1	8	8.5	9	9.5	10
Golf						
Minimum of 5 Golfers	1	7	7.5	8	8.5	9
Track & Field						
Head	1	10	10.5	11	11.5	12
Assistant	4	7	7.5	8	8.5	9
Wrestling						
Assistant Boys	1	4	4.5	5	5.5	6
Assistant Girls	1	4	4.5	5	5.5	6
Junior High Sports						
		% of Base/Yr				
Activity	Personnel Allotted/Assigned	1st Year	2nd Year	3rd Year	4th Year	5th Year +
Football	NOTE: BCS and Wausa Public School coop for JH Football. The agreement covers 2025-26 and 2026-27 and may be renewed by mutual agreement between the districts.					
Head	1	3	3	3	3	3
Assistant	1	3	3	3	3	3
Volleyball						
Head	1	3	3	3	3	3
Assistant	1	3	3	3	3	3
Cross Country						
Head	1	3	3	3	3	3
Assistant	1	3	3	3	3	3
Basketball						
Head Boys	1	3	3	3	3	3
Assistant Boys	1	3	3	3	3	3
Head Girls	1	3	3	3	3	3
Assistant Girls	1	3	3	3	3	3

		% of Base/Yr				
Activity	Personnel Allotted/Assigned	1st Year	2nd Year	3rd Year	4th Year	5th Year +
Wrestling						
Head Boys	1	3	3	3	3	3
Assistant Boys	1	3	3	3	3	3
Head Girls	1	3	3	3	3	3
Assistant Girls	1	3	3	3	3	3
Track & Field						
Boys Head	1	3	3	3	3	3
Assistant Boys	1	3	3	3	3	3
Girls Head	1	3	3	3	3	3
Assistant Girls	1	3	3	3	3	3
JH/HS Student Activities						
e-Sports	2	3	3	3	3	3
Music Jr/Sr High School	These identified Music extra duties are most often assigned to the content-area teacher, but may be assigned to other properly certified individuals.					
Band (including Marching, Pep Band, etc.)	1	10	10.5	11	11.5	12
Vocal	1	6	6.5	7	7.5	8
Accompanist	1	Works under a Classified Agreement				
Speech	These identified Speech extra duties are most often assigned to the content-area teacher, but may be assigned to other properly certified individuals.					
Coach	1	7.5	8	8.5	9	9.5
Assistant	1	4	4.5	5	5.5	6
Drama	These identified Drama extra duties are most often assigned to the content-area teacher, but may be assigned to other properly certified individuals.					
Coach	1	7	7.5	8	8.5	9
Assistant	1	4	4.5	5	5.5	6
Yearbook	These identified Yearbook extra duties are most often assigned to the content-area teacher, but may be assigned to other properly certified individuals.					
	3	3.5	3.7	3.9	4.1	4.3
FCCLA	These identified FCCLA extra duties are most often assigned to the content-area teacher, but may be assigned to other properly certified individuals.					
Sponsor	1	7	7.5	8	8.5	9
Assistant	Works under a Classified Agreement					
FFA	These identified FFA extra duties are most often assigned to the content-area teacher, but may be assigned to other properly certified individuals.					
Advisor	1	See Annual Contract				
Assistant	1	Works under a Classified Agreement				
		% of Base/Yr				

Activity	Personnel Allotted/Assigned	1st Year	2nd Year	3rd Year	4th Year	5th Year +
Student Council	These identified Student Council positions are most often assigned at the building level, but may be assigned to other properly certified individuals.					
Elementary	1	2.5	2.5	2.5	2.5	2.5
Junior High & High School	1	2.5	2.5	2.5	2.5	2.5
Title I	The identified Title I position is most often assigned at the building level based on student need and caseload, but may be assigned to other properly certified individuals.					
	1	3.5	3.7	3.9	4.1	4.3
HAL	This identified HAL position is most often assigned at the building level based on student need and caseload, but may be assigned to other properly certified individuals to meet student needs.					
K-12	1	1.25	1.25	1.25	1.25	1.25
Crisis Team						
Chair	1	1	1	1	1	1
Lead Teacher/ Bee Keepers	2	2.5	2.5	2.5	2.5	2.5
Curriculum Coordinator	1	2	2	2	2	2
SAT/504 1Elem, 1JH/HS	2	2	2	2	2	2
Elementary MTSS Team	All meetings shall be held outside of regular school hours. 1 day/quarter may be scheduled for a Data Day (6% max)					
Team Member	3	2	2	2	2	2
HS Class Sponsor						
Senior Class	2	1	1.1	1.2	1.3	1.4
Junior Class	2 (max)	1.5	1.7	1.9	2.1	2.3
Sophomore Class	2	0.005	0.005	0.005	0.005	0.005
Freshmen Class	2	0.0025	0.0025	0.0025	0.0025	0.0025
National Honor Society						
Sponsor	1	2	2	2	2	2
Video Streaming						
Videographer	\$30.00 per program, performance, or event streamed on YouTube or other streaming platforms outside of regular school hours when HUDL is not available to record.					

PROFESSIONAL GROWTH

Professional growth shall refer to the kinds of professional work or activities that contribute to professional growth. Every six years permanent certified employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth, or, in the alternative, such other activities are approved by the school board as stated in this policy. If activities are stricken from the list or conditions made more stringent, such changes shall not be retroactive with regard to work already begun. Changes in professional growth requirements will be implemented to avoid imposing a penalty on those currently working on them.

Persons contemplating professional growth activities are requested to consult with the principal or the superintendent before engaging in such activities to ascertain their feasibility.

To meet statutory professional growth requirements for a given six-year period, a permanent teacher must submit professional growth applications showing completion of acceptable professional growth activities totaling 90 points.

The following activities are acceptable for professional credit:

1. College Credit Earned in Accredited Colleges - fifteen (15) pts. Per semester hour.
Permanent teachers must submit a college transcript verifying that the credit has been earned.
2. Auditing College Courses - six (6) pts. Per semester hour.
Applicants must submit a statement from the college showing the number of sessions attended and the number of sessions held. The applicant must attend 90% of the sessions to receive professional growth credit.
3. Adult Education Classes - 3 clock hours equals one (1) point.
This adult education classwork must contribute significantly to the applicant's teaching field and must have prior approval.
4. Curriculum Workshops - 3 clock hours equals one (1) point.
The planning and development of a curriculum guide in the applicant's teaching field.
5. General Workshops - 3 clock hours equals one (1) point.
Workshops pertaining to general educational topics: special education, gifted education, I.R.A. meetings and conferences, Delta Kappa Gamma meetings, etc.
6. Teaching Accredited College Courses - ten (10) pts. Per semester hour.
7. Teaching Approved Adult Education Classes - 5 clock hours equals one (1) point.
8. Supervising Student Teachers - nine (9) pts.
For each student teacher with responsibilities under a permanent teacher.
9. Professional Publications - fifteen (15) pts.
For each piece of professional writing that is published in a professional publication.
10. Professional Work.

NEA, NSEA, BEA, and/or any recognized professional organization. Serving as President, Secretary, Treasurer, or major committee (negotiations) of the local organization; an officer or committee of the state or national organization attending a national or regional convention or workshop. - five (5) points. - the application must include the time period the work covers, the total number of hours served, and the problems considered.

11. Educational Travel.

The principal will evaluate sponsored tours without academic credit or independent travel for prior approval, based on educational values for classroom use. Generally, tours or travel outside the United States of not less than two weeks will be granted up to a maximum of thirty (30) points. Up to twenty (20) points will be granted for travel in the United States.

12. Conferences.

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

13. Classroom Visitation at Another School- 3 clock hours equals one (1) point.

14. Projects.

Projects for professional growth will be presented to the principal in a proposal outlining objectives, time requirements, and student benefits. Up to thirty (30) points will be granted for each project.

15. Classes taken via the Internet shall count towards professional growth.

The number of points shall be agreed upon in advance with the principal and the teacher.

Professional growth activities are intended for the benefit of the individual. The school shall not be responsible for providing time and/or money for teachers to achieve professional growth points as required by statute, except for items 8, 12, and 13, which the district may partially or wholly subsidize. This policy is retroactive to September 1, 1982, when the statute took effect.

BLOOMFIELD COMMUNITY SCHOOLS REQUEST FOR PROFESSIONAL GROWTH CREDIT

This form must be completed for (see Professional Leave forms effective September 9, 1996) each activity for professional growth credit, except college credit, within thirty (30) days after completing the activity.

Name _____ Date _____

Activity _____

Sponsoring
Organization _____

Presenter _____

Activity
Description _____

or Three Things I Learned: (Optional), _____

Number of Clock Hours _____

I would like to share what I

Approved for _____ Points

learned with the rest of the

Date _____

staff. _____

Approved by _____

(Opt.) Yes No

This activity was not approved.

Reasons _____

Date _____

Not Approved by _____

The accumulated points will be given to each staff member prior to April 15 annually by the Superintendent.

STAFF GRIEVANCES

I. DEFINITIONS

1. Grievance - Any alleged violation or dispute concerning the interpretation or application of a term or provision of this agreement.
2. Grievant - The Association or member(s) of the bargaining unit who is adversely affected by the grievance and who files a grievance.
3. Days - This shall mean calendar days, excluding weekends and school holidays. It is understood that when school is not in session, the decision timelines are subject to reasonable extension.

II. STIPULATIONS

It is recognized that the Bloomfield Board of Education and the Bloomfield Education Association have an equal and mutual interest in the success and promptness of settling grievances. Therefore, it is agreed that the following rules will bind both parties:

1. Both parties will accomplish the procedures by the earliest reasonable time.
2. Both parties will withhold publicity until a joint release is issued, as is customary in collective bargaining negotiations.
3. No formal meetings will be set during school hours.
4. All parties agree to work for the welfare of the school system and strive to maintain good morale and courtesy among the parties.
5. Both parties agree to maintain the confidentiality of information regarding a grievance case.
6. Each party stipulates it will not advocate the violation of any law.

III. PROCEDURES

I. Level I (Informal)

The Grievant must first discuss the grievance with the principal or supervisor with direct responsibility.

II. Level II (Formal)

If the grievance remains unresolved, then the grievance may be processed as follows.

Step 1. The Grievant or the association may present the grievance in writing to the Grievant's principal, who will arrange for a meeting of the parties in interest within five (5) days. The association's representative, the Grievant, and the principal shall attend the meeting. Within five (5) days after the meeting, the principal shall provide the Grievant and the association with a written answer to the grievance.

Step 2. If the grievance is not resolved at Step 1, the Grievant or the association shall have five (5) days after receipt of the principal's answer to appeal to the Superintendent. The Superintendent or the Superintendent's designee shall arrange for a meeting with the Grievant and the association's representatives within five (5) days of receipt of the appeal.

The Superintendent or designee will have five (5) days from the meeting date to provide the Grievant and the association with a written decision.

Step 3. Suppose the grievance is not resolved at Step 2. In that case, the Grievant or the association shall have five (5) days to appeal the grievance to the Board of Education by filing the appeal in writing with the Board President and the Superintendent. The Board of Education or a Board committee shall have ten (10) days from the date the appeal is received to schedule a meeting to address the grievance. The meeting shall be held as soon as practical but not later than the next regular Board meeting (unless the appeal is received within five (5) days of the next regular Board meeting. In this event, the meeting shall be held at the following regular Board meeting) following receipt of the appeal. The Board or Board Committee will have five (5) days from the meeting date to notify, in writing, the Grievant and the association of the Board or Board Committee's decision.

IV. PROCEDURAL RULES

1. Decisions rendered at Level II, Steps 1, 2, and 3 of the grievance procedure will be in writing, set forth the decision and the reasons thereof, and transmitted promptly to all parties in interest.
2. If the written grievance is not filed within 30 calendar days after the educator knew, or should have known, of the fact or condition on which the grievance is based, then the grievance shall be waived. This timeline is not subject to extension except by mutual agreement.
3. A grievance or complaint may be withdrawn at any level without prejudice.
4. No reprisals of any kind shall be taken against any party to the grievance for actions taken regarding the grievance or against any other participant in the grievance procedure because of such participation.
5. The grievance documents shall be filed separately from the personnel files of the participants.

Forms for filing and presenting grievances and complaints and other necessary documents follow.

FORMAL GRIEVANCE PRESENTATION

(To be completed by the aggrieved person).

AGGRIEVED
PERSON _____

DATE OF FORMAL
PRESENTATION _____

SCHOOL _____

PRINCIPAL _____

SUBJECT AREA OR GRADE _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

SIGNATURE OF AGGRIEVED

DECISION BY SUPERINTENDENT

AGGRIEVED
PERSON _____

DATE OF FORMAL GRIEVANCE
PRESENTATION _____

DATE APPEAL RECEIVED
BY SUPERINTENDENT _____

DATE HEARING HELD
BY SUPERINTENDENT _____

DECISION OF SUPERINTENDENT AND REASONS, THEREFORE:

DATE OF DECISION _____

(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE:

_____ I accept the above decision of the Superintendent.

_____ I hereby appeal to the Board of Education.

DATE OF RESPONSE _____

(Signature of Aggrieved)

REVIEW BY BOARD OF EDUCATION

AGGRIEVED
PERSON _____

DATE OF FORMAL GRIEVANCE
PRESENTATION _____

BOARD RESPONSE

(To be completed by the Board of Education President).

DATE APPEAL RECEIVED BY
BOARD OF EDUCATION _____

DATE HEARING HELD BY
BOARD OF EDUCATION _____

DECISION OF THE BOARD OF EDUCATION AND REASONS, THEREFORE:

DATE OF DECISION _____

(Signature of Board President)

Bloomfield Community Schools Office of the Superintendent

Certified Accumulated Leave Request Form

Name: _____

Address: _____

Building: _____

Home Phone: _____

Cell Phone: _____

REQUEST

Number of Days: _____ (Maximum of 10 days)

Start Date: _____ End Date: _____

Estimated Return to Work Date: _____

I have used the entire amount of my personal PTO and accumulated PTO. I am applying to the C.A.L.C.
(Certified Accumulate Leave Committee) with a request to use Certified Accumulated Leave days.

Member Signature: _____ Date: _____

(Office Use)

Approve / Deny

Number of Days Approved: _____

Superintendent of Schools

Date

Certified Accumulated Leave

Date

ADMINISTRATIVE SUPERVISION

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

EVALUATION PROCEDURE

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

The Board of Education shall employ, retain, and advance only the most qualified professional personnel on the staff. The administration shall continuously evaluate the services of the professional personnel as may be determined by the Board of Education and the Superintendent of Schools. Two formal written evaluations shall be completed on all new professional and probationary personnel each school year for the first three years of employment using the school's standard evaluation form. The first evaluation shall be completed by first semester, and the second evaluation by March 15th. An annual formal written evaluation shall be completed on all returning tenured professional personnel by March 15th unless otherwise arranged between the administration and staff member.

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

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

1. Lesson Planning Key Duties:

- a. Demonstrates knowledge of subject matter.
- b. Objectives are linked to current standards.
- c. Objectives are developmentally appropriate and reflect a range of individual needs.
- d. Curriculum requirements are met through long range planning
- e. Uses a variety of appropriate formal and informal assessment strategies.
- f. Evaluation criteria made clear to students.
- g. Meaningful feedback to students and parents.

- h. Accurate/punctual record keeping
 - i. Unit/lesson plans are prepared in advance and address the needs of diverse learners and multiple learning styles.
 - j. Links new concepts to previous knowledge.
 - k. Plans a variety of effective teaching strategies.
 - l. Considers students' cultural backgrounds and interests when planning.
 - m. Infuses appropriate technology and media into instruction as needed.
2. **Instructional Delivery Key Duties:**
- a. Uses and practices APL strategies in **every** lesson.
 - b. Instructional objectives are clearly written or stated to all students for each lesson.
 - c. Engages students in meaningful activities related to the curriculum.
 - d. Show energy and enthusiasm for teaching and subject matter.
 - e. Writes and speaks clearly and correctly.
 - f. Monitors and adjusts teaching strategies to meet the needs of all students
 - g. A use of appropriate closure activities and directs students who finish assignments quickly into worthwhile activities to further their education.
 - h. Creates a positive classroom environment, mutual respect, and a caring atmosphere.
 - i. Procedures and behavior expectations are clear to all students and followed.
 - j. Maintains discipline, monitors student behavior and provides redirection.
 - k. Demonstrates high expectations for learning and achievement for all students.
 - l. Follows team decisions and participates in all SAT, RTI, MTSS, IEP, 504 meetings in the best interest of students in their classroom.
3. **Teaching Dispositions Key Duties:**
- a. Participates in school activities outside the classroom.
 - b. Gives freely of his or her time.
 - c. Communicates with parents about the child's progress.
 - d. Collaborates with students, families, colleagues, and communities to enhance student learning.
 - e. Has a record of excellent attendance and punctuality.
 - f. Sets an example of socially acceptable behavior for students to emulate.
 - g. Follow professional dress and grooming guidelines.
 - h. Uses appropriate and professional oral and written language in all school settings.
 - i. Demonstrates professional and ethical conduct including code of confidentiality.
 - j. Recognizes and owns problems that occur and looks for solutions rather than looking to blame.
 - k. Adheres to board policies, district procedures and contractual obligations.
 - l. Contributes to efforts to achieve district and building goals.
 - m. Follows all state and federal statutes for student materials and information.

CONFLICT OF INTEREST

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

SOLICITATION AND DISTRIBUTION OF MERCHANDISE

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

TEACHER ATTENDANCE

The school day for teachers and other certified personnel (counselors, librarians, etc.)generally begins at 7:45 AM and ends at 4 pm. or until one-half hour after the dismissal of pupils in the afternoon Monday through Thursday. Teachers may leave at 3:45 p.m. on Fridays. Duties and service to students needing additional assistance after school must be a first priority. Adjusted hours may be established by the administration for certain meetings or duties of staff as needed.

Certified personnel leaving the building during the school day for personal or school business must be approved by the building principal, inform office personnel and sign out in the office.

STAFF APPEARANCE

Staff are expected to maintain professional attire and grooming when on duty. As professionals, educators are expected to be aware of the standard or the profession and community to be maintained. As a minimal guide, staff should wear attire considered as business casual in our society.

DRUG AND ALCOHOL TESTING

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

ABSENCE OF TEACHERS

Teachers, who are ill or otherwise unable to attend school, should call the principal at her/his cell phone by 6:00 a.m. after making substitute arrangements on the school forms. This is necessary in order to let others know to assist with additional duties. If a teacher is ill and is sure that he will not be able to attend the following day, it will be appreciated if the teacher will call during the day in order that there may be a better chance of retaining the same substitute for the following day. It is realized that this is not always possible because in many cases there would be some doubt as to whether the teacher could return. However, when the teacher is sure he/she cannot return, it is requested that this procedure be followed. Upon the teacher's return to school, they should be sure and complete an online "Staff Absence Report" to ensure that his/her wages will not be withheld during the time he/she was absent. Failure to complete the staff absence form in detail may result in a violation in school board policy and result in an unnecessary pay deduction. Your staff absence not only assures your wages but your substitutes wages also.

KEYS

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours if applicable. Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. **Staff must report lost or stolen keys to the building principal immediately.**

SECURITY

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

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

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

SEARCHES and SEIZURES

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

Students and staff are specifically notified that Classrooms, common areas, hallways, lockers, vehicles on school property, personal items (such as bags, backpacks, coats, etc.) may be searched by administration, law enforcement or dogs at any time. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

STUDENT SEARCHES BY STAFF

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration/lead teacher and supervise the student until the administrator arrives. Students who are

suspected of having an item in violation of school rules may be directed to wait with a staff member.

STUDENT MEDICATION

Student medications should not be dispensed by staff members unless they follow the following procedures: No staff members other than the school nurse unless they have been trained 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.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and detailed directions for administering the medication. Staff members dispensing medications must have proper medication training with the school nurse. After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

FACULTY MEETINGS

All teachers are expected to report on time to and attend all faculty meetings unless excused by the administration. Coaching/Sponsor duties are not an excuse to miss educationally related meetings.

Academics first! Activities second. Teaching comes first! Coaching is a secondary function of the school.

CLASSROOM ENVIRONMENT

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

CHILD ABUSE

(800) 652-1999 Hotline Number

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

YOU ARE A MANDATORY REPORTER UNDER STATE STATUTE! Disciplinary action may come from the Department of Education for failure to report.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report would 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 a reasonable cause to believe that a child has been abused

or neglected.

3. Any doubt or question in reporting such cases shall be resolved in favor of reporting suspected abuse or neglect. When in doubt, call the abuse hotline: (800) 652-1999. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential and required by law.

OUTSIDE AGENCIES

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

OUTSIDE EMPLOYMENT

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

POLITICAL ACTIVITIES

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

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

SOCIAL MEDIA USAGE BY STAFF

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 6800 regarding Internet Safety and Acceptable Use. This policy applies to both personal and school-affiliated internet use. Keep posts positive and professional. The use of social media during the school day or extracurricular events is allowable only when the post is made to **positively** promote our school system or celebrate an accomplishment of a member of our school. Positive posting about your program is acceptable to promote the school.

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

SCHOOL PUBLICATIONS

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

NEWS AND PRESS RELEASES

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

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

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

NEWSLETTERS

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

COPYRIGHT AND FAIR USE

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

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

INTELLECTUAL PROPERTY

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

CONSTITUTION, LAWS, BY-LAWS

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

TELEPHONE/CELL PHONES

School telephones are restricted to business (school) and/or emergencies. Personal calls for the purpose of visitation are discouraged. Teachers will not be called from their duties during the time they are engaged in teaching or supervisory duties. The staff cell phone policy is the same as students. Staff cell phones are not to be used during instructional time for personal reasons. Cell phones may be used for administrative contact or emergencies. Staff should limit use to passing periods, lunch and non-instructional time. Texting and driving is against the law. Special circumstances can be cleared with the building principal.

COMMUNICATION WITH STUDENTS

Calling, texting or communicating with students on social media by staff is prohibited and in many cases a violation of law. Bloomfield Community Schools staff are required to use school email, school district owned phone or the Group Me app for all student electronic messaging. Parents/Guardians should be included on all messaging with students should include parents and also administration when appropriate.

ELECTRONIC COMMUNICATION WHILE DRIVING

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

SCHOOL PROPERTY

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

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

LOST/DAMAGED SCHOOL PROPERTY (INCLUDING TEXTBOOKS)

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

ILLNESS OR ACCIDENT

Cases of illness or accident shall be reported to the building Principal or office personnel whose course of action shall be to notify parents or guardians of the pupils. Serious accidents shall be reported to the Superintendent followed up by an online accident report within 24 hours.

INCLEMENT WEATHER

In the event of inclement weather arising during the night, or during the time school is in session, or that it becomes necessary to call off school for any reason, an announcement will be carried by. An All Call/Facebook/Telephone/ or text announcement will also be made. The All Call system only works if you update your numbers. Please keep your numbers updated with Mr. Smith.

AUDIO-VISUAL AIDS

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

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

RECORDINGS OF STUDENTS AND CLASSROOMS

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

PURCHASE ORDERS

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

BLOOMFIELD COMMUNITY AUDITORIUM

The auditorium is a building owned jointly by the City of Bloomfield and School District 54-0586. The charges made for the use of the auditorium are used to purchase chairs, tables, dishes, and other equipment needed to give the people of School District 54-0586 and the citizens of Bloomfield the best equipped auditorium we can have without the levying of taxes. To meet this goal we have established the following rates for the use of the auditorium. Local non-profit organizations located within the City of Bloomfield and School District 54-0586 boundaries: Policy #1100 Elementary Multipurpose room.....\$75.00 per event and High School Gym.....\$100.00 per event.

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

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

REQUEST FOR BUSES/TRANSPORTATION

Requests for buses for school activities are to be made with the transportation director. All requests must be made one (1) week in advance of the scheduled activity; but should be made as early as possible. All staff members are responsible for returning the school vehicle as clean if not cleaner than when it was checked out. Any and all accidents regardless of severity shall be reported to the superintendent or his designee.

DRIVING SCHOOL & PERSONAL VEHICLES

Staff members who drive school vehicles must have a valid driver's license and proof of insurance and have completed the annual DMV requirements for pupil transportation. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

SCHOOL VEHICLE USE

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

LESSON PLANS

Lesson plans will be stored online via Planbook and published on the School's web page. Lesson plans are to be uploaded to Planbook prior to the start of the first day's classes each week. Difficulties should be reported to the principal prior to the due date.

GRADING AND REPORTING

Grades are never to be used as punishment! Each staff member is responsible to ensure their procedures reflect research-based best practice in grading. Grades should be recorded frequently enough to show a true picture of the student's performance in your subject area. At minimal, one grade entry per week. The awarding of grades is a very important responsibility of the teacher and should be based on the careful consideration of such factors as:

1. **Equitable** to all students.
2. Based on concrete evidence.
3. Objective observations.
4. Quality of daily work.
5. Ability and effort of the students.
6. Justification of grade to students and parents in terms of documented student performance through the use of rubrics or scales.
7. Standards based or related.
8. Related IEP or 504 requirements

PARENT-TEACHER CONFERENCES

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

PARENT-TEACHER COMMUNICATION

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. **POWERSCHOOL IS NOT ENOUGH!** Teachers are responsible for consistent parental communication. This may be done by letter, telephone, email, text or personal conference. Keep your documentation! Certified staff must attend parent teacher conferences, return phone calls within 24 hours, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

DISCIPLINE

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

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

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

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

Anticipate problems. Be "on the job" at all times in your supervision of your students. Most discipline is achieved before situations arise. Be business-like at all times with students and groups. Teachers are to be in the classroom when the bell rings for the class period to begin. It is the teacher's duty to be on time. This

is good organization on the part of all of us. Students needing special counseling, because of behavior, which seems beyond the control or understanding of the teacher, should be sent directly to the Assistant Principal, or Principal or asked to report at a designated time; when possible, the teacher should accompany the student to the Principal's office. In either case, we need to know the teacher's side of the story. Teachers should write up an incident report or speak with the administration right away if you are sending a student out of your room.

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

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

THREAT ASSESSMENT AND RESPONSE

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

The threat assessment team (team) shall consist of **Todd Strom, Klint Conroy, Tabitha Gilsdorf, Angie Guenther, Laura Hauger, Bryan Ruhr.**

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

Weapon-Free Workplace

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

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

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife

is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; IE. Butterfly knife etc.

7. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun; and
8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession or within reach (such as in the teacher's vehicle), as well as in a teacher's desk, locker, briefcase, backpack, or purse.

EVACUATION DRILL INSTRUCTIONS FIRE

High School:

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

Elementary:

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

TORNADO

High School:

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

TORNADO

Elementary:

The tornado signal is a continuous school announcement or siren.

1. Preschool students and staff will shelter in their storage closet inside the classroom.
2. Students and staff from the kindergarten will utilize room 201 located near their room.
3. The students and adult personnel from the rest of the south hallway, multipurpose room, office area, kitchen area, faculty and health room will utilize the girls restrooms (East-side - North Hallway).
4. All students and adult personnel from the north hallway will utilize the boys restroom (West side - North Hallway).

BOMB THREAT

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

INTRUDER ALERT

The principal or representative will announce “WE ARE IN ALICE”. This phrase means: lock classroom doors, turn off classroom lights, pull all shades, students will follow the teachers’ lead on how to safely defend your classroom and or exit the building by listening to the phone system in each classroom. Exit the building via window or door and get to a safe distance as quickly as possible. The track area will be our congregation area after escaping the building safely.

STATE ACTIVITIES

The following procedure will be used to cover all State meets and tournament activities in football, cross country, basketball, track, wrestling, volleyball, golf, FFA, FCCLA, music, drama and contest speech. The school will not pay any expenses (food, lodging, transportation, admission) for any non-qualifying students to attend State meets or tournaments. Non-qualifying students may attend, but they must be responsible for their expenses. EXCEPTION: Non-qualifiers may ride the team bus or van at no cost if there is room for them. Head Coaches of the above activities will be allowed to attend a State Meet or Tournament one day during which school is in session by using their one day of professional leave.

BLOOMFIELD COMMUNITY SCHOOLS – 403b PLAN

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

SUBSTITUTE TEACHERS

1. Substitute teachers are employed by the school district.
2. They shall possess valid Nebraska teaching certificates and for the specific areas in which said teachers are employed to substitute teach.
3. The certificates of substitute teachers shall be registered with the Superintendent of the Bloomfield Community Schools.
4. Substitute teachers are subject to the policies of the schools.
5. Substitute teachers are subject to the policies of the Board of Education and are paid a per diem of \$140.00 any amount of time spent substituting that is less than a full day will be compensated as follows:
 - a. Up to and including 1/2 day =\$80.00
 - b. Over ½ a day and up to and including a full day = \$140.00

A full day is equivalent to 7.75 hours of work time (7:45 a.m. to 4:00 p.m.). If the substitute replaces a teacher for a consecutive period exceeding 10 continuous working days, the substitute will receive 1/185th of the base pay per the negotiated agreement per day for those working days exceeding 10, day 11 plus.

JOB DESCRIPTIONS & OUTLINE OF DUTIES OF THE ATHLETIC DIRECTOR

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

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

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

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

Also included in the duties of the Athletic Director:

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

DUTIES OF THE HEAD COACH

1. Coordinate the program and assign duties to assistant coaches and managers.
2. Develop Practice Plans
3. Evaluate Assistant Coaches
4. Supervise all locker rooms and practice areas.
5. All publicity and public relations related to your sport.
6. Correspondence with other coaches.
7. Discipline of players and managers.
8. Locker room and field morale.
9. Care and inventory of all equipment.
10. Supervision of off-season programs.

11. Work with the athletic director and administration in scheduling, budget, purchase of equipment, hiring of officials, and any area dealing with the sport for which he/she is responsible.

ACTIVITY FUNDS

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

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

ELEMENTARY FUNDS

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

MATERIALS SELECTION POLICY

Introduction

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

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

Responsibility for Selection

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

Criteria for Selection

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

Procedures for Selection

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

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

Objectives of Selection

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

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

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

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

Challenged Materials

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

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

1. The complaint shall be heard by the media specialist.
2. If the matter is not resolved the complainant will be given a "Request for Review of Library Materials" form to fill out. The form will be forwarded to the Principal and the Superintendent of Schools.
3. The principal shall appoint a committee composed of the following people to review the

complaint: one administrator at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member.

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

SCHOOL LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2,

1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

INTERNET ACCEPTABLE USE POLICY

Please refer to the last page of this document. A signed copy must be returned to Heather Gubbels prior to September 1, 2026..

TOBACCO USE PROHIBITED

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

DRUG FREE SCHOOL AND COMMUNITY POLICY

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

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

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

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

Procedures

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 4009), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with

the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employees. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such lists.
5. Sanctions which may be taken against an employee for noncompliance with this policy may be any one or more of the following:
 - A. An oral reprimand.
 - B. A written reprimand.
 - C. Suspension with pay.
 - D. Suspension without pay.
 - E. Termination of employment.
 - F. Cancellation of employment.
 - G. Non-renewal of employment.
 - H. Referral to appropriate authorities for criminal prosecution.
 - I. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
 - J. Mandatory enrollment in any training programs that are or maybe provided by the District or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District.

However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of any employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employees. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such a program. If aftercare is recommended by such an institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such an aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.
9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

PERSONAL & PROFESSIONAL CONDUCT

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

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

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

1. Electronic communications with students are to be sent simultaneously on GroupMe or a school affiliated email.
2. Engaging in social-networking friendships with a student on SnapChat, Facebook, or other social networking sites are strictly prohibited. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and

- parents or impair the employee's ability to serve as a role model for children.
3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
 4. Making any sexual advance – verbal, written, or physical – towards a student.
 5. Showing sexually inappropriate materials or objects to a student.
 6. Discussing sexual topics with a student that are not related to a specific curriculum.
 7. Telling sexual jokes to a student.
 8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
 9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
 10. Being overly affectionate, touchy with a specific student.
 11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
 12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
 13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
 14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
 15. Inviting a student to the employee's home without prior express permission of the student's parents and school administrator.
 16. Going to the student's home when the student's parent or a proper chaperone is not present.
 17. Giving gifts of a personal nature to a specific student.
 18. Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Please reference your signed at-will employee worksheet and summary of duties for information about leave, hours, holidays, vacation, etc. as these are unique to each classified employee's contract.

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

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manners. Parental permission is required for student use. Access for all staff and students is a privilege and not right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may

review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

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

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

(vi) Employees may not upload confidential student information, education records, personally identifiable information, personnel records, or other protected District information into artificial intelligence platforms, generative AI systems, or third-party software tools unless specifically authorized by the District.

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

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

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

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

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

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

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

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

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

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

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

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

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

administrator.

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

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

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system and do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules:

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

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

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

Dated this _____ day of September, 2026.

Signature of Employee

Return to the secretary's office prior to August 29, 2025.

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

I agree not to hold the Bloomfield Community Schools, any of its employees, or any institution providing network access to Bloomfield Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Printed Name _____

Employee's Signature _____ Date: ____ / ____ / 2026

This form will be retained on file by
authorized faculty designee for the duration
of the applicable
computer/network/Internet use.

Return to the secretary's office prior to September 1, 2026.