

***Proposed agenda items received 24 hours before the scheduled meeting will be added to the agenda at the meeting.**

**TENTATIVE
REGULAR MEETING
BOARD AGENDA**

**July 11, 2022
7:30 PM**

1. Call Meeting to Order
2. Public Comment
3. Reports and Information from Administration
 - 3.A. Superintendent's Report
 - 3.B. Building and Grounds Report
4. Action Items (Discuss, Consider, May take action on the following)
 - 4.A. Routine Business - Consent Agenda
 - 4.A.1. Excuse Absent Board Members (as necessary)
 - 4.A.2. Minutes
 - 4.A.3. Treasurers Report
 - 4.A.4. Claims
 - 4.B. Approve the amended 2021-2022 Budget.
 - 4.C. Approve the 2022-2023 breakfast, lunch, and milk prices.
 - 4.D. Approve the 2022-2023 Staff Handbook and Coaches/Sponsors Handbook.
 - 4.E. Approve the Board Goals for 2022-2023.
 - 4.F. Approve the sale and disposal of excess tangible personal property.
 - 4.G. Approve the increase in substitute teacher pay.
5. Future Meeting Dates
6. Adjournment



LYONS-DECATUR NORTHEAST

400 SOUTH 5TH PO BOX 526
LYONS, NEBRASKA 68038-0526
PHONE NUMBER: 402-687-2363
FAX NUMBER: 402-687-2472

Superintendent Board Report July 11, 2022

1. P2T Update – Evan and I attended the P2T Board meeting on Monday, June 27th. Two updates from that meeting: Pender Public Schools requested to rejoin the JPA and the board passed a resolution to do so. Discussion was held on the 2022-2023 budget. We discussed a levy rate of \$.004896, down from \$.005570 last year.
2. Nanonation Digital Trophy Case – Caryn Anderson came and met with Beth, Lisa, and I about switching to Nanonation Digital Trophy Case. Our current contract runs through February of 2023.
3. I am attending a Grants for Schools Conference in Omaha on July 21st – 22nd.
4. Transportation Committee – I would like to meet with the transportation committee for a short meeting following the board meeting tonight. Transportation Committee – Corey, Jolene, Chad, and Evan.

Bill Review: Jim is scheduled for August, Leah is scheduled for the end of fiscal year (August), and Jolene is scheduled for September.

Suggested List of Motions

July 11, 2022

(Open Meetings Act rules posted on the north wall of the library)

1. _____ opened the meeting at _____ P.M.

2. It was moved by _____, seconded by _____
To approve the Consent Agenda items:
 1. Excuse Absent Board Members (if necessary)
 2. Minutes
 3. Treasurers Report
 4. General Fund Claims
 5. Special Building Fund Claims
 6. Bond Fund Claims
 7. Lunch Fund ClaimsRoll Call: Aye: _____ Nay: _____

3. It was moved by _____, seconded by _____
to approve the amended 2021-2022 budget.
Roll Call: Aye: _____ Nay: _____

4. It was moved by _____, seconded by _____
to approve the breakfast, lunch, and milk prices for 2022-2023.
Roll Call: Aye: _____ Nay: _____

5. It was moved by _____, seconded by _____
to approve the 2022-2023 staff handbook and coaches/sponsors handbook, as presented.
Roll Call: Aye: _____ Nay: _____

6. It was moved by _____, seconded by _____
to approve the Board Goals for 2022-2023.
Roll Call: Aye: _____ Nay: _____

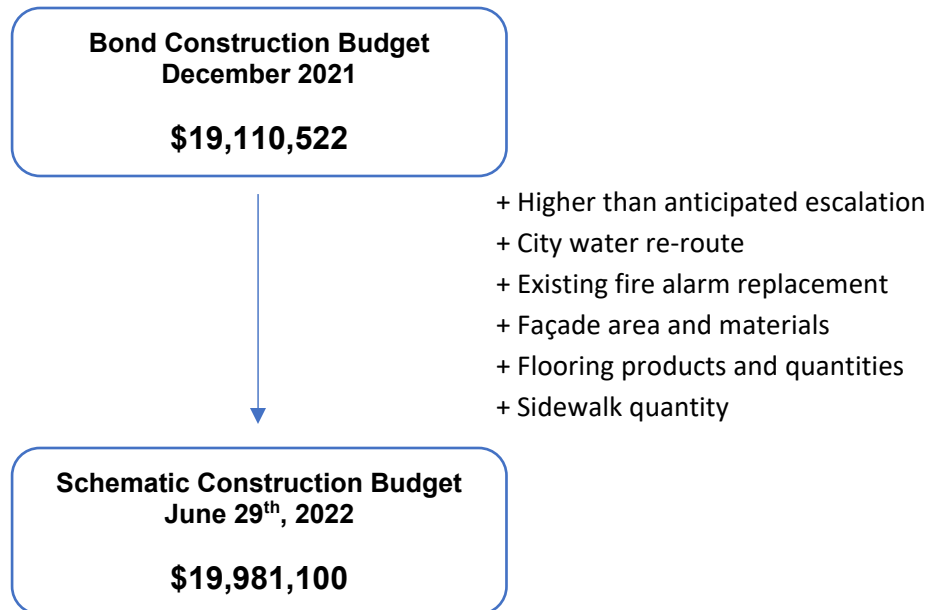
7. It was moved by _____, seconded by _____
to approve the sale and disposal of excess tangible personal property.
Roll Call: Aye: _____ Nay: _____

8. It was moved by _____, seconded by _____
to approve the increase of the substitute teacher pay to \$135/day.
Roll Call: Aye: _____ Nay: _____

9. _____ adjourned the meeting at _____ P.M.

**LDNE School Addition
Schematic Budget
6/29/2022**

The following budgetary information is based on drawings provided by Clark & Enersen provided 5/25/22.



Refer to attached Bond Scope/Budget for Additional Owner Costs.

Assumptions/Clarifications:

- Includes precast material bid package results plus a \$25,000 finish allowance to finalize precast finish/design.
- Shelving in Media Center assumed to be owner supplied library stacks. The only built-in included in the construction budget is the Media Center desk.
- Smart Boards assumed to be by owner.
- Carpet included at \$30/sy material allowance.
- Tile included at \$4/sf material allowance.
- Accent tile included as \$6/sf material allowance.

Exclusions:

- Additional parking/drop-off areas
- Deep foundations/poor soils conditions (geotechnical report not currently available).
- Kitchen equipment
- Communications cabling, card access, security, audiovisual

Description	Total	Comments
02 EXISTING CONDITIONS		
SELECTIVE DEMOLITION		
Misc Demo	22,500	
		22,500
03 CONCRETE		
FOUNDATIONS		
Shallow Foundations	370,625	
Flatwork	385,450	
Reinforcing Steel	88,950	
PRECAST STRUC. CONCRETE		
Wall Panels	607,250	
Finish Allowance	25,000	
MISCELLANEOUS CEMENT		
Grout	15,000	
		1,492,275
04 MASONRY		
Brick - Modular	353,166	
CMU	78,000	
		431,166
05 METALS		
STRUCTURAL STEEL		
Structural Steel Material	1,571,450	
Clerestory Adder	48,100	
Erection	533,700	
		2,153,250
06 WOOD & PLASTICS		
ROUGH CARPENTRY		
Roof Blocking	65,230	
Interior Blocking	58,114	
FINISH CARPENTRY		
Solid Surface Counters	20,650	Reception, restrooms, etc
Solid Surface Counters	28,700	Classrooms, office areas
Solid Surface Sills	12,000	
Upper/Lower Cabinets	69,300	
Tall & Cubby Storage	155,250	
Built-in Bench Seating	8,500	
Wood Wall Panels	52,500	
Wood Slat Wall	30,840	
Finish Carpentry Labor	115,000	Casework, Doors/HW, Specialties
		616,084
07 THERMAL & MOISTURE		
DAMPPROOFING		
Sheet Waterproofing	4,500	
Fluid Applied Air Barrier	82,053	
WALL PANELING		
ACM Panels	181,225	
ACM at Corridor Clerestory	110,000	
ACM at Commons Clerestory	34,265	
ACM at Learning Clerestory	44,275	
Wood/Faux Paneling	38,832	
Soffit Paneling (DEFS)	3,875	
ROOFING		
Membrane Roofing	1,067,400	
SEALANTS		
Building	35,000	
		1,601,425
08 DOORS & WINDOWS		
Single Opening	120,000	
Single Opening w/ SL	46,750	
Single Opening w/ SL + Transom	27,000	
Single Opening w/ DBL SL + Transom	16,250	
Double Opening	42,900	

Hollow Metal Window Frames	25,125	
OVERHEAD DOORS		
Coiling Counter Door	19,500	
Kitchen Grille	10,500	
ACCESS DOORS		
Wall	3,000	
EXTERIOR GLASS AND GLAZING		
Storefront	93,225	
Storefront at Corridor Clerestory	12,100	
Storefront at Commons Clerestory	41,525	
Storefront at Learning Clerestory	12,925	
Curtainwall	15,120	
Polycarbonate Panel	73,500	
FEMA Windows	124,800	
Doors	50,000	
INTERIOR GLASS AND GLAZING		
Interior Glazing	63,480	
		797,700

09 FINISHES

GYPSUM BOARD		
Metal Stud Framing/Drywall	1,304,600	
Framing at Corridor Clerestory	44,000	
Framing at Commons Clerestory	13,706	
Framing at Learning Clerestory	17,710	
CEILINGS		
Acoustic Ceilings	178,588	
Acoustic Ceilings - Media	13,215	
Drywall Ceilings	65,555	
Wood Panel Ceilings	139,250	
FLOORING		
Resilient - Commons/Corridors	122,400	
Resilient	31,410	
Carpet	97,580	\$30/sy material
Tile Flooring	47,200	\$4/sf Material Allowance
Tile - 6' Corridor Walls	61,370	\$4/sf Material Allowance
Tile - 10'	229,235	\$4/sf Material Allowance
Accent Tile - 10'	23,520	\$6/sf Material Allowance
Kitchen Wall Tile	57,664	
Mosaic Floor Tile	6,875	
Epoxy at Kitchen	29,280	
Rubber Base	29,500	
Athletic Flooring	24,000	
Gym Flooring	161,720	
PAINTING		
Interior Painting	207,550	
		2,905,927

10 SPECIALTIES

COMPARTMENTS		
Compartments and Specialties	64,500	
VISUAL DISPLAY BOARDS		
Markerboards/Tackboards	22,500	
Smart Boards	0	Excluded; assumed by owner
Signage Allowance	30,000	
Lockers	25,500	
FIRE SPECIALTIES		
Extinguishers	2,000	
Cabinets	3,500	
		148,000

11 EQUIPMENT

FOOD SERVICE		
Kitchen	0	By owner
ATHLETIC		
Athletic Equipment	85,000	Includes scoreboards
		85,000

12 FURNISHINGS			
WINDOW TREATMENT			
Blinds	30,000		
SEATING			
Telescoping Bleachers	219,980		
OUTDOOR EQUIPMENT			
Misc Site Furnishings	10,000		
			259,980
21 FIRE SUPPRESSION			
Fire Suppression			
Fire Suppression	222,375		
Existing School	161,500		
			383,875
22-23 MECHANICAL			
Plumbing	1,077,700		
HVAC	1,779,000		
			2,856,700
26-28 ELECTRICAL AND LOW VOLTAGE			
Electrical			
Electrical, Fire Alarm	1,809,324		Low voltage by owner
Fire Alarm in Existing School	76,000		
			1,885,324
31 EARTHWORK			
Earthwork			
Site Demolition and Earthwork	177,900		
Site Maintenance	99,715		
Street Sweeping	7,104		
Laydown/Rock Roads	30,000		
Erosion Control			
Erosion Control	15,000		
			329,719
32 EXTERIOR IMPROVEMENTS			
Paving			
Sidewalk and Stairs	108,000		
Service Drive	31,200		
Landscaping			
Allowance	35,000		
Lawn Irrigation	15,000		
			189,200
33 UTILITIES			
Site Utilities			
Water Service	33,125		
Storm Water	143,750		
Sanitary	0		Use existing service
Reroute City Water	150,000		
			326,875
GENERAL CONDITIONS & REIMBURSABLES			
			1,252,546
	Subtotal	17,737,545	
	Construction Contingency	532,126	3.0%
	Escalation	886,877	5.0%
	Subtotal	19,156,549	
	Fee	383,131	2.0%
	Subtotal	19,539,680	
	Bond	132,870	0.68%
Addition/Renovation Total		19,672,550	
		331.75	/sf
1907 Building Demolition		308,550	
Project Total		19,981,100	

Cost Adjustment Log
Updated: 6/29/22

Schematic Budget	\$19,981,100
Approved Changes	-\$499,883
Revised Project Cost	\$19,481,217
Budget Overage	\$370,695

All prices below include fee and contingency

COST ADJUSTMENTS

Description	Date Int.	Pending Deducts	Pending Adds	Approved	Rejected	Date	Comments
DEDUCTS							
12' Wide precast panels in lieu of 8' wide.	6/17/22			(53,124)		6/29/22	Storm shelter panels remain 12' wide.
FRP in lieu of wall tile in kitchen	6/17/22	(47,573)					Hold until foodlines lays out kitchen equipment
Post Bid Value Engineering Target	6/17/22			(120,000)		6/29/22	
Negotiate with City on water relocate?	6/17/22	TBD					
Reduce Weight Room Windows by 20%	6/23/22			(27,456)		6/29/22	
Reduced Corridor Clerestory	6/23/22			(86,015)		6/29/22	Per C&E drawing provided 6.23.22
ACM to be Centria Entyre	6/23/22			No Change		6/29/22	Includes clerestory locations
New Sidewalk only at Entrances	6/23/22			(65,450)		6/29/22	
Eliminate Wall Tile at Learning Commons	6/23/22	(34,770)					Assumed entire classroom wing
Tile Height Reductions	6/23/22	TBD					
Reduce wood slat ceilings by 20%	6/23/22			(26,959)		6/29/22	
4x8 thin tile in lieu of wood paneling at commons	6/23/22	TBD					
Eliminate all roof drains (scuppers and downspouts)	6/23/22	(81,000)					Requires additional investigation 6/29/22
Perimeter drain tile/exterior drain system	6/23/22	TBD					Requires additional investigation 6/29/22
HVAC: Two classrooms per roof top unit	6/23/22			(34,000)		6/29/22	Assumed 4 units eliminated; two thermostats (average)
Change polycarbonate panel to storefront (at gym)	6/27/22			(42,000)		6/29/22	
BID ALTERNATES							
Polished concrete and/or carpet in lieu of resilient in corridors/commons.	6/17/22			(44,880)		6/29/22	Some areas and combination of bid alternates
Make clerestory structure at classroom wing an alternate.	6/17/22	(90,981)					Confirm this is realistic design-wise
Steel metal panels in lieu of ACM.	6/17/22	(118,360)					Includes clerestory locations
Make media center renovation a bid alternate?	6/17/22	TBD					
ADDS (Not included in baseline budget)							
New parking/drop-offs	6/17/22		121,351				
Bleacher options?	6/17/22		TBD				
Security Film at Windows at Entrance	6/29/22		TBD				
Security Film at all Windows at Classrooms	6/29/22		TBD				
Description							
Totals		-\$372,684	\$121,351	-\$499,883	\$0		

The Board of Education of the Lyons-Decatur School District No. 20 met in regular session on Monday, June 13, 2022, in the Secondary Library. Notice of the meeting was given in advance thereof by publishing notice in the Lyons Mirror-Sun designated method for giving notice. Meeting notices were also posted at the Superintendent's office and on the school website. Notice of the meeting was given in advance to all members and agenda was communicated in the notice to the board of this meeting. All proceedings hereinafter were taken while the convened meeting was open to the attendance of the public. Present were Bacon, Brehmer, Christiansen, Miller, Myers, Petersen, Troutman, and Vlach. Excused Absent: Archer. The open meeting laws are posted on the library wall.

Posted Locations: Lyons-Mirror Sun, lyonsdecaturschools.org, front door of the school

Posted Date: 6/2/22

Lisa Christiansen opened the meeting at 7:31 p.m.

Superintendent Report: The current TC Thunder Baseball cooperative 2-year cycle ended at the conclusion of our spring season; we are looking at renewing with BR and Pender for another 2-year cycle. Tekamah-Herman reached out and there will be no girls softball cooperative for 2022-23. We are getting close to launching our new website and LDNE app in the coming month.

Principal Report: Mr. Swanson, Mrs. Totten and Mrs. Mace attended a Mental Health Bootcamp in late May to prepare for the mental health grant we are receiving next school year. The administrative team attended a restorative practices training for two days in early June at the ESU. The PAWS summer program has begun and has almost twice as many students as last year. Preparations have begun for lining up PD for the Fall with the implementation of our new ELA curriculum, mental health grant, and continuation of our school wide goals.

Building/Grounds Report: The Administration and Building/Grounds Committee have been continuing to meet and discuss design for the new construction. At our last check in, the timeline was still relevant with plans to break ground next November. On Thursday, June 16th the committee will be requesting waivers from the city on the setbacks, stormwater requirement, and alley encroachments.

It was moved by Chad Brehmer, seconded by James Vlach, to approve the consent agenda. Roll Call. Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

It was moved by Jaime Bacon, seconded by Corey Petersen, to approve the resolution to dissolve the BRLD girls wrestling cooperative for the 2022-2023 school year. Roll Call. Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

It was moved by James Vlach, seconded by Jolene Troutman, to approve the Hiland Dairy Foods milk bid for the 2022-2023 school year as presented. Roll Call. Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

It was moved by Evan Myers, seconded by Chad Brehmer, to approve the 2022-2023 Parent-Student Handbook and Student Activity Handbook, as presented. Roll Call.
Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

It was moved by James Vlach, seconded by Jaime Bacon, to approve CKLA as the new ELA curriculum for grades PS - 3rd. Roll Call. Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

It was moved by James Vlach, seconded by Leah Miller, to approve Board Policies: 6001, 6002, 6003, 6004, 6005, 6006, 6007, 6008, 6009, 6010, 6011, 6012, 6013, 6014, 6015, 6016, 6017, 6018, 6020, 6021, 6025, 6026, 6027, 6028, 6029, 6030, 6031, 6032, 6033, 6034, 6035, 6036, and related forms, with delayed implementation until July 11, 2022. Roll Call. Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

It was moved by Jaime Bacon, seconded by Evan Myers, to approve board policy updates: 2008, 2010, 3003.1, 3004.1, 3012, 3038, 3057, 5012, and the public comment rules form (2000's), with delayed implementation until July 11, 2022. Roll Call. Archer: Absent, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 8, Nay: 0, Absent: 1

The next regular board meeting is Monday, July 11th at 7:30 p.m.

Christiansen closed the meeting at 8:41 p.m.

I the undersigned, secretary of the School District of Lyons-Decatur Northeast, in the County of Burt, in the State of Nebraska, hereby certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for inspection at the office of the secretary, located in the main office of the school, Lyons Center, except those items of an emergency nature added at the meeting by motion and roll call vote, that such subjects were contained in said agenda for at least 24 hours prior to said meeting that said minutes of the Board of Education of the School District of Lyons-Decatur Northeast in the County of Burt, State of Nebraska were in written form and available for inspection by the public within 24 hours and prior to the next convened meeting of said body; that all news media requesting notification concerning meeting of said body were provided advance notification of the time and place of said meeting and subjects to be discussed at said meeting.

Secretary, Board of Education

ATTEST:

President, Board of Education

Treasurer's Report

At the close of business June 30, 2022

Cash Balance on May 31, 2022 479.42

Receipts for June 2022

Burt County	\$ 237,622.43
Other County	\$ 38,718.84
State of NE - SPED	\$ 51,505.00
City of Lyons-License	\$ 720.00
Drivers Ed	\$ 3,120.00
Insurance Claim	\$ 4,003.47
PK Grant	\$ 28,913.00
ESU #2-Perkins	\$ 7,000.00
ESU #2 Arts and Mental Health grants	\$ 800.00
State Aid	\$ 3,164.00
Logan View SPED Transportation	\$ 634.50
Lumen refund	\$ 1,318.08
Activity Fund	\$ 3,500.00
Interest	\$ 0.03

Total Receipts	\$ 381,019.35
Account Transfers	\$ 122,000.00
Disbursements	\$ 504,152.68

Cash Balance as of June 30, 2022 -653.91

Outstanding Checks/deposits \$ 1,985.30

Ending Bank Balance as of June 30, 2022 \$ 1,331.39

SAVINGS BALANCE Beginning: \$1,167,536.51 ENDING BALANCE \$1,855,207.95

Beth Doht

Treasurer

COMBINED ACCOUNT BALANCES
Depreciation, Employee Benefit Fund, Special Building, and Student Fee Fund
As of June 20, 2022

DEPRECIATION FUND

Balance \$112,956.54

EMPLOYEE BENEFIT FUND

Balance \$19,529.50

SPECIAL BUILDING FUND

Balance \$1,251,764.48

STUDENT FEE FUND

Balance \$0

TOTAL OF COMBINED ACCOUNTS \$1,384,250.52

GENERAL REIMBURSEMENT FUND

Checking account \$4,636.40

ACTIVITY FUND

Balance \$80,121.00

COOPERATIVE FUND

Balance \$265.00

Treasurer's Report
LUNCH FUND
At the close of Business June 30, 2022

Cash Balance May 31, 2022	\$60,281.26
Receipts for June	\$15,077.89
Disbursements for June	\$22,381.47
Cash Balance June 30, 2022	\$52,977.68
Outstanding Total	\$ 2,568.57
Ending Bank Balance June 30, 2022	\$55,546.25

Expenditures for July

Payroll	\$ 0
Accounts Payable	\$ 2,564.47
Total	\$ 2,564.47

Check #	Vendor Name	Invoice	Description	Amount
Checking	1			
Checking	1 Fund: 01	GENERAL FUND		
26325	ACTIVITY FUND	20220615AF	REIMBURSE FROM GF	951.92
			Vendor Total:	951.92
26326	ADVANCED WATER COMPANY, INC	3549	WATER TREATMENT SERVICE	687.50
			Vendor Total:	687.50
26327	ALEXANDER, ANITA	20220531ALEX	MILEAGE TO PARENT	140.06
			Vendor Total:	140.06
26328	AMAZON	43384946748	PRE-ALGEBRA BOOKS	22.15
26328	AMAZON	439368878639	SUPPLIES	750.02
26328	AMAZON	439379674566	MINUTES PAPER	57.40
26328	AMAZON	448445658447	STANDING DESK-FOUNDATION	802.02
26328	AMAZON	448543636534	STOOLS-FOUNDATION	373.70
26328	AMAZON	456449669355	PERSONALIZE TUMBERS	199.60
26328	AMAZON	458788779568	NOTEBOOKS-CHOIR	79.96
26328	AMAZON	463464458386	FOOTBALLS-PAWS	40.16
		66		
26328	AMAZON	466686383965	PAPER MEDICINE CUPS	25.98
26328	AMAZON	466874557665	HOOPS GAME-PAWS	80.62
26328	AMAZON	488938836969	OT SUPPLIES	137.57
26328	AMAZON	534873696398	USB TO VGA ADAPTOR	40.25
26328	AMAZON	548587638778	WILSON BASKETBALL	67.75
26328	AMAZON	574445756444	BALLOONS	15.98
26328	AMAZON	577753657853	RUG DOCTOR	599.00
26328	AMAZON	583963466378	CHAIRS - MUSIC	397.80
26328	AMAZON	594335945684	PRE ALGEBRA BOOKS	33.30
26328	AMAZON	635737896534	USB HUB	46.35
26328	AMAZON	639964444655	PRE-ALGEBRA BOOKS	17.43
26329	AMAZON	649897496948	RUG-FOUNDATION	161.53
26329	AMAZON	655894634655	BEANS BAG CHAIRS-FOUNDATION	234.04
26329	AMAZON	655953683686	WHITE BOARD-SCIENCE	211.96
26329	AMAZON	665955737956	PRE-ALGEBRA BOOKS	17.44
26329	AMAZON	669446663354	USB HUB	73.97
26329	AMAZON	683548464735	RECTANGLE TABLE-FOUNDATION	606.90
26329	AMAZON	68449438684	STUDENT DRIVER MAGNETS	13.94
26329	AMAZON	735584856694	SENTENCE BUILDER 1ST GR	40.18
26329	AMAZON	766864366588	PLASTIC STORAGE	91.98
26329	AMAZON	783699977384	COMPUTER/HARDDRIVE	1,480.96
26329	AMAZON	793473675634	LIFEVAC-CHOKING RESCUE	79.99
26329	AMAZON	856947356858	MAGIC TREE HOUSE-PAWS	67.99
26329	AMAZON	867385947964	VINYL GLOVES	72.00
26329	AMAZON	888889388448	PLASTIC BINS	74.99
26329	AMAZON	889663773586	HP INK - SPED	261.34
26329	AMAZON	937667597796	PRE-ALGEBRA BOOKS	33.29
26329	AMAZON	938748584364	PRE-ALGEBRA BOOKS	38.36
26329	AMAZON	964338697836	ADJUSTABLE TABLES-FOUNDATION	389.99
26329	AMAZON	965878575779	ASURION 3 YR FLOORCARE PLAN	60.99
26330	AMAZON	969968435386	CHAIRS - MUSIC	397.80
26330	AMAZON	985555484685	FIRST AID KIT	289.90
			Vendor Total:	8,486.58
26331	AMERICAN BROADBAND CABLE	137748	PHONE CHARGES	349.48
26331	AMERICAN BROADBAND CABLE	171031	PHONE SERVICE	349.48
			Vendor Total:	698.96
26332	AMPLYUS	202101-5530	GYRO PLUS-SCIENCE	285.90
			Vendor Total:	285.90
26333	ANDERSON, ELISE	20220630ANDE	TUITION REIMBURSEMENT	1,097.00

Check #	Vendor Name	Invoice	Description	Amount
		R		
			Vendor Total:	1,097.00
26334	APPEARA	0763651	SUPPLIES	194.31
26334	APPEARA	S0723051	SUPPLIES	69.49
			Vendor Total:	263.80
26335	APPLE INC	AJ065568967	MBA FOR SCIENCE -PT	1,049.00
			Vendor Total:	1,049.00
26336	ARBOR SCIENTIFIC	458432	MINI PROJECTILE LAUNCHER	102.70
			Vendor Total:	102.70
26337	ASI	175035	SECURITY MONITORING	75.00
			Vendor Total:	75.00
26338	BEAUDETTE, LINDSEY	20220630BEAU	TRAVEL EXP	137.82
			Vendor Total:	137.82
26339	BLICK ART MATERIALS	8670368	ART SUPPLIES	34.76
26339	BLICK ART MATERIALS	8689623	ART SUPPLIES	50.20
26339	BLICK ART MATERIALS	8699213	SUPPLIES	153.75
26339	BLICK ART MATERIALS	8699676	CREDIT	(67.88)
26339	BLICK ART MATERIALS	8702696	ART SUPPLIES	401.60
26339	BLICK ART MATERIALS	8702722	ART SUPPLIES	322.63
26339	BLICK ART MATERIALS	8721830	ART SUPPLIES	28.98
			Vendor Total:	924.04
26340	BLUUM USA, INC	346215	MINI USB	106.63
			Vendor Total:	106.63
26341	BROKAW, ARIANNE	20220630BROK	TUITION REIMBURSEMENT	122.00
		AW		
			Vendor Total:	122.00
26342	BSN SPORTS	917409891	COLD PACKS	29.96
			Vendor Total:	29.96
26343	CAROLINA BIOLOGICAL SUPPLY CO.	51805106RI	SCIENCE SUPPLIES	53.77
26343	CAROLINA BIOLOGICAL SUPPLY CO.	51806581RI	SCIENCE SUPPLIES	332.60
			Vendor Total:	386.37
26344	CDW-G	Z233803	HP BANNER PAPER	155.49
			Vendor Total:	155.49
26345	CHAVIRA-PRIETO, SAMANTHA	20220629CHAV	TUITION REIMBURSEMENT	615.00
		IRA		
26345	CHAVIRA-PRIETO, SAMANTHA	20220630CHAV	TUITION REIMBURSEMENT	665.00
		IRA		
			Vendor Total:	1,280.00
26346	CHICAGO DISTRIBUTION CENTER	11443056	TRANSITION MATH BUNDLE	1,800.00
26346	CHICAGO DISTRIBUTION CENTER	11443068	MATH CURRICULUM	745.29
			Vendor Total:	2,545.29
26347	CHRISTENSEN ELECTRIC LLC	5058	GYM LIGHTS	301.27
26347	CHRISTENSEN ELECTRIC LLC	5082	HALLWAY LIGHTS	1,886.57
26347	CHRISTENSEN ELECTRIC LLC	5090	LOCKER ROOM LIGHTS	3,537.03
26347	CHRISTENSEN ELECTRIC LLC	5091	RM 122 124 LIGHTS	2,712.61
26347	CHRISTENSEN ELECTRIC LLC	5092	OFFICE AREA LIGHTS	1,825.07
26347	CHRISTENSEN ELECTRIC LLC	5093	SUPT OFFICE BOYS LOCKERROOM LIGHTS	416.80
			Vendor Total:	10,679.35
26348	CITY OF LYONS	20220610CITY	UTILITIES	5,011.83
			Vendor Total:	5,011.83
26349	CLASSIC CLEAN CARWASH	20220531CLCL	VAN WASHES	16.00
		EAN		
			Vendor Total:	16.00
26350	CNA AUTO SERVICES	65441	FILTER	36.51
26350	CNA AUTO SERVICES	65555	TIRE REPAIR	18.27
26350	CNA AUTO SERVICES	65568	ANTISEIZE	11.87
26350	CNA AUTO SERVICES	65604	PICKUP TAIL GATE	403.75

Check #	Vendor Name	Invoice	Description	Amount
			Vendor Total:	470.40
26351	COMPTON, BRIDGER	20220531COMP	MILEAGE TO PARENT	654.75
			Vendor Total:	654.75
26352	COVER ONE	21045	BOOK BINDING MACHINE	1,094.50
			Vendor Total:	1,094.50
26353	CUMING COUNTY CLERK	20220609CCOU NTY	ELECTION FEE	100.00
			Vendor Total:	100.00
26354	EAKES OFFICE SOLUTIONS	1255250622	ADMIN FEES COPIER	55.00
26354	EAKES OFFICE SOLUTIONS	INV372335	COPIES	1,213.05
			Vendor Total:	1,268.05
26355	EDUCATIONAL SERVICE UNIT #2	PD0608-4	RESTORATIVE PRACTICE	250.00
			Vendor Total:	250.00
26356	ESTES INDUSTRIES LLC	389539	SCIENCE SUPPLIES	795.69
			Vendor Total:	795.69
26357	ESU#10	21925	POWERSCHOOL CONFERENCE	375.00
			Vendor Total:	375.00
26358	FES	INV013249	ADD'L URL DOMAIN REGISTRATION	250.00
			Vendor Total:	250.00
26359	FIRST NATIONAL BANK OMAHA	20220630FNBO	GOOGLE, PAWS, SHIPPING, SUPPLIES	1,426.22
			Vendor Total:	1,426.22
26360	FLINN SCIENTIFIC INC	2713761	SCIENCE SUPPLIES	223.77
26360	FLINN SCIENTIFIC INC	2714737	SCIENCE SUPPLIES	93.41
26360	FLINN SCIENTIFIC INC	2719620	SCIENCE SUPPLIES	24.50
			Vendor Total:	341.68
26361	FOLLETT SCHOOL SOLUTIONS INC.	1476503	LIBRARY MANAGER SOFTWARE	991.35
26361	FOLLETT SCHOOL SOLUTIONS INC.	488060F	LIBRARY BOOKS	280.07
26361	FOLLETT SCHOOL SOLUTIONS INC.	488062F	LIBRARY BOOKS	33.16
26361	FOLLETT SCHOOL SOLUTIONS INC.	53326	LIBRARY BOOKS	395.32
			Vendor Total:	1,699.90
26362	FRANCISCAN HEALTHCARE	20220630FRAN C	PT SERVICES	987.28
			Vendor Total:	987.28
26363	GENERAL REIMBURSEMENT FUND	20220630GENE RAL	NAT'L MEALS, FEES	1,965.00
			Vendor Total:	1,965.00
26364	GENERATION GENIUS	148913	SCIENCE LICENSES	375.00
			Vendor Total:	375.00
26365	GOODBIRD, SAMANTHA	20220630GOOD	REIMBURSE MILEAGE-CC GRANT	121.68
			Vendor Total:	121.68
26366	GOVCONNECTION, INC	17003628	SERVER	5,852.45
			Vendor Total:	5,852.45
26367	GREAT MINDS PBC	INV100796	EUREKA MATH	904.97
26367	GREAT MINDS PBC	INV101760	EUREKA MATHC GR K	4,140.00
			Vendor Total:	5,044.97
26368	HAMPTON INN - KEARNEY	20220609HAMP TON	CDE/POWERSCHOOL ROOMS	857.28
			Vendor Total:	857.28
26369	HANDS OF HEARTLAND	006012022	MAY SERVICES	1,928.42
			Vendor Total:	1,928.42
26370	HOME DEPOT PRO, THE	688404896	WALL BASE	84.77
26370	HOME DEPOT PRO, THE	693119083	FLOOR FINISH	787.20
26370	HOME DEPOT PRO, THE	693119091	VACUUM REPAIR	88.00
26370	HOME DEPOT PRO, THE	89632169	SWITCH ASSEMBLY	8.24
			Vendor Total:	968.21
26371	J W PEPPER & SONS, INC	364164845-	MUSIC	60.65

Check #	Vendor Name	Invoice	Description	Amount
		0001		
			Vendor Total:	60.65
26372	JOSTENS INC	27846753-2	BALANCE OF INVOICE/GOWNS	17.66
			Vendor Total:	17.66
26373	KB'S MINI MART, INC.	20220531KBS	GAS/FUEL	3,472.88
26373	KB'S MINI MART, INC.	20220630KBS	GAS/FUEL	2,171.98
			Vendor Total:	5,644.86
26374	KSB SCHOOL LAW	12222	LEGAL SERVICES	145.00
			Vendor Total:	145.00
26375	LIFE TRACK SERVICES	29850	SENIOR EXIT SURVEYS	196.00
			Vendor Total:	196.00
26376	LYONS MIRROR SUN	217515	LEGAL NOTICES	11.14
26376	LYONS MIRROR SUN	218208	LEGAL NOTICES	70.88
26376	LYONS MIRROR SUN	218432	LEGAL NOTICES	136.35
			Vendor Total:	218.37
26377	MATHESON TRI-GAS, INC	0051975582	SUPPLIES	396.25
			Vendor Total:	396.25
26378	MENARDS	29971	SHELVING	359.97
			Vendor Total:	359.97
26379	MIDWEST TECHNOLOGY PRODUCTS	2129605-00	TOOLS-AG	672.30
			Vendor Total:	672.30
26380	MOSYLE MANAGER	2243077	DEVICE LICENSES	241.56
			Vendor Total:	241.56
26381	MUSIC IN MOTION	773462	MUSIC SUPPLIES	368.95
			Vendor Total:	368.95
26382	NEBRASKA SAFETY CENTER	57-10176	LEVEL 2 COURSE-LA	100.00
			Vendor Total:	100.00
26383	NSIAAA	20220617NIAA A	ANNUAL MEMBERSHIP	250.00
			Vendor Total:	250.00
26384	OAKLAND LUMBER LLC	4463 4478	SUPPLIES	996.07
			Vendor Total:	996.07
26385	ONE SOURCE	PLUS1726- 20220630	BACKGROUND CHECK	33.00
			Vendor Total:	33.00
26386	PETERSEN, MARIAH	20220622PETE	MILEAGE	135.72
			Vendor Total:	135.72
26387	PITSCO INC	22-000013868	EZ START GATE - AG	251.67
			Vendor Total:	251.67
26388	PLAINDEALER PUBLISHING, BURT COUNTY	20220617PLAI N	SUBSCRIPTION	40.00
			Vendor Total:	40.00
26389	PLUNKETT'S PEST CONTROL	7570384	PEST CONTROL	55.51
			Vendor Total:	55.51
26390	PRO-ED INC	2941921	AUTISM BOOKS-JA	280.50
			Vendor Total:	280.50
26391	PYRAMID SCHOOL PRODUCTS	S1441472.001	SUPPLIES	1,814.12
			Vendor Total:	1,814.12
26392	QUILL CORPORATION	25630033	BATTERYS	40.52
26392	QUILL CORPORATION	25682247	EXPO MARKERS	42.99
26392	QUILL CORPORATION	25701915	EXPO MARKERS	159.96
26392	QUILL CORPORATION	25925794	EXPO MARKERS	119.97
26392	QUILL CORPORATION	25974222	SUPPLIES	137.26
26392	QUILL CORPORATION	25984170	INDEX CARDS	71.80
26392	QUILL CORPORATION	25984788	SUPPLIES	46.59
26392	QUILL CORPORATION	25993485	WHITEBOARD ERASERS	51.57
			Vendor Total:	670.66

Check #	Vendor Name	Invoice	Description	Amount
26393	RALSTON PUBLIC SCHOOL	20220617RALSTON	HEARING SERVICES	813.16
			Vendor Total:	813.16
26394	RAY'S MIDBELL MUSIC	10593083CR	CREDIT	(400.00)
26394	RAY'S MIDBELL MUSIC	1063337	TRUMPET REPAIR	284.05
26394	RAY'S MIDBELL MUSIC	10644662	EUPHONIUM REPAIR	339.49
			Vendor Total:	223.54
26395	REALLY GOOD STUFF	7938052	7938052	190.53
			Vendor Total:	190.53
26396	S & S WORLDWIDE, INC	IN100997291	CONSTRUCTION PAPER-COOP	251.25
			Vendor Total:	251.25
26397	SCHOLASTIC INC	40105881	AR GRADE 1	227.81
			Vendor Total:	227.81
26398	SCHOOL MATE	IN000573456	PLANNERS	300.00
26398	SCHOOL MATE	IN000573487	PLANNERS	487.50
			Vendor Total:	787.50
26399	SCHOOL NURSE SUPPLY	0896203-IIN	HEALTH SUPPLIES	59.48
			Vendor Total:	59.48
26400	SCIENCE NEWS MAGAZINE	20220609SCIENCE	SUBSCRIPTION	30.00
			Vendor Total:	30.00
26401	SCOTT'S HARDWARE	239442	SUPPLIES	13.97
26401	SCOTT'S HARDWARE	239685	SUPPLIES	10.78
			Vendor Total:	24.75
26402	STEINY'S GENERAL STORE	20220701STEIN	SUPPLIES	985.17
			Vendor Total:	985.17
26403	SUSI EPPERSON CONSULTING, LLC	3401	GRANTS 4 SCHOOLS	350.00
			Vendor Total:	350.00
26404	TCI	92415	SOCIAL STUDIES K-5	136.80
26404	TCI	INV92405	ELEM SOCIAL STUDIES	265.80
26404	TCI	INV92450	SOCIAL STUDIES-LICENSE	1,159.00
26404	TCI	INV92985	SOCIAL STUDIES - GR 2	70.00
			Vendor Total:	1,631.60
26405	TEACHER DIRECT	2022/10524	FLEX-PHONES	345.32
			Vendor Total:	345.32
26406	VERNIER SOFTWARE & TECHNOLOGY	5430319	PHYSICS SUPPLIES	135.00
			Vendor Total:	135.00
26407	VIRCO, INC.	91982578	ROCKER CHAIRS-FOUNDATION	408.96
			Vendor Total:	408.96
26408	VISTA HIGHER LEARNING	SI249073	SPANISH CURRICULUM	4,173.50
			Vendor Total:	4,173.50
26409	WASTE CONNECTIONS OF NE, INC.	6324371T054	TRASH REMOVAL	612.02
			Vendor Total:	612.02
26410	WINNELSON	377006 01	SUPPLIES	807.16
26410	WINNELSON	377006 03	P TRAP	9.68
26410	WINNELSON	CR377006 02	CREDIT ON P-TRAP	(6.00)
			Vendor Total:	810.84
			Fund Total:	87,068.93
			Checking Account Total:	87,068.93

Checking 2
 Checking 2 Fund: 08 SPECIAL BUILDING FUND

1163	CLARK & ENERSEN	1	FEB-APRIL 1 SERVICES	30,218.12
1163	CLARK & ENERSEN	2	SERVICES FOR 4/2-4/29	46,219.12
1163	CLARK & ENERSEN	3	ARTHITECTURE SERVICES 4/30-5/27	49,100.52
			Vendor Total:	125,537.76

<u>Check #</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
1164	TERRACON CONSULTANTS, INC	TG90643	SUBSURFACE TESTING FOR CONSTRUCTION	9,150.00
			Vendor Total:	9,150.00
			Fund Total:	134,687.76
			Checking Account Total:	134,687.76
<u>Checking</u>				7
Checking			Fund: 07	7
20220711	BOK FINANCIAL	20220615BOK	ACCEPTANCE FEE - BOND	750.00
			Vendor Total:	750.00
20220712	GILMORE & BELL, P.C.	8048443	BOND ISSUANCE LEGAL FEES	11,895.00
			Vendor Total:	11,895.00
			Fund Total:	12,645.00
			Checking Account Total:	12,645.00

Net Payroll	\$151,062.15
Employee Deductions	71,415.28
District SS/Medicare	16,626.33
District Health/Life/HSA	61,244.08
District Retirement	<u>20,993.65</u>
PAYROLL	\$321,341.49
ACCOUNTS PAYABLE	<u>\$ 87,068.93</u>
TOTAL GENERAL FUND EXPENDITURES	\$408,410.42
SPECIAL BUILDING EXPENDITURES	\$134,687.76
BOND EXPENDITURES	\$ 12,645.00
LUNCH FUND	\$ 2,564.47

Secretary, Board of Education

ATTEST:

President, Board of Education

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Lyons-Decatur Northeast (11-0020) in Burt County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 11th day of July, 2022 at 7:30 p.m., at Lyons-Decatur Northeast Secondary Library, 400 S. 5th Street, Lyons, NE for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following consideration for amendments relative thereto the budget. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>.

*The school nutrition fund budget will be amended due to cost increases being higher than anticipated and the Bond fund budget will be amended due to the passage of the \$21.5 million bond in March to reflect the costs that would be incurred this fiscal year.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2019-2020 (1)	2020-2021 (2)	2021-2022 (3)			
General	\$ 4,883,923.00	\$ 5,395,310.00	\$ 6,597,821.00	\$ 60,000.00	\$ 2,697,821.00	\$ 4,000,000.00
Depreciation	\$ 93,110.00	\$ 5,000.00	\$ 200,000.00		\$ 200,000.00	
Employee Benefit	\$ -	\$ -	\$ 21,488.00	\$ -	\$ 21,488.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 63,568.00	\$ 68,000.00	\$ 140,000.00	\$ -	\$ 140,000.00	
School Nutrition	\$ 189,542.00	\$ 196,000.00	\$ 260,000.00	\$ -	\$ 260,000.00	
Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Building	\$ 37,494.00	\$ -	\$ 1,480,140.00		\$ 1,230,140.00	\$ 252,525.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ 70,271.00	\$ 150,000.00	\$ 150,182.00	\$ -	\$ 150,182.00	
Student Fee	\$ 3,032.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 5,340,940.00	\$ 5,819,310.00	\$ 8,854,631.00	\$ 60,000.00	\$ 4,704,631.00	\$ 4,252,525.00

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	\$ -	\$ 4,252,525.00	\$ 4,252,525.00

Amended Budget:

School Nutrition	\$ 189,542.00	\$ 196,000.00	\$ 280,000.00		\$ 280,000.00	
Bond	\$ -	\$ -	\$ 1,290,000.00		\$ 1,290,000.00	

2019 Breakfast/Lunch Prices

Breakfast:

Students - \$2.00

Adults - \$2.50

Lunch:

Preschool - \$2.45

K – 5th Grades - \$2.75

6 – 8 Grades - \$2.95

9 – 12 Grades - \$3.15

Adult - \$4.15

Milk: \$.35

Current Reimbursement from Hot Lunch Program (2021-2022)

Breakfast - \$2.60

Lunch - \$4.56 (PS – 12th Grades)

2020-2021 Audit:

Beginning Balance: \$53,225.40

Total Receipts: \$209,675.67

Total Expenditures: \$212,036.81

2021-2022 Audit

Beginning Balance: \$50,864.26

Total Receipts: \$260,906.58

Total Expenditures: \$258,870.91

Actual Cost of Milk: \$.38 for 1% white/chocolate, \$.40 for strawberry

Lyons-Decatur Northeast Public School Staff Handbook

2022-23



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INTRODUCTION

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

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

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

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mrs. Lindsey Beaudette
Title: Superintendent
Address: 400 S. 5th Street, Lyons, NE 68038
Telephone: 402-687-2363
E-mail: lbeaudette@lyonsdecaturschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

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

The administration is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express administrative permission.

Activity Tickets

All staff and their spouses will be admitted to home games and away conference games free of charge – not including the conference tournaments or district/state games. Conference passes will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

Classroom teachers may not interrupt class work to confer with such representatives. Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent. Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

The regular, 10:00 a.m. late start, and 2:00 p.m. early dismissal schedules are located in the teacher information google folder.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are

available on the district's website and in the main administrative office. By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.

Child Abuse

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

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

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 complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.

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complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

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

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- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the

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school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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 operations 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

Computers and the Internet: Acceptable Use by Staff

Internet access 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. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

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.

Contact Information

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

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>.

Corporal Punishment

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

Crisis Response Team

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.

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability,

age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Joni Hegge at 402-687-2363, jhegge@lyonsdecatarschools.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mrs. Brenda Totten at 402-687-2363, btotten@lyonsdecatarschools.org, 400 S. 5th Street, Lyons, NE 68038 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-687-2363, or in person at school. Students 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.

Driving (both school and personal vehicles)

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

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

Dress Code

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

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual

days" or field days). Any violation of school policy and rules may result in disciplinary action.

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 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.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the Substitute's driver's license or ability or authority to operate a motor vehicle if the Substitute's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

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 not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

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

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

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

All claims for reimbursement must be approved by the board, so some delay is probable.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

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

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence.

Intellectual Property

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

such property.

Jury and Witness Duty Leave

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

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

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.

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.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should email maintenance and cleaning requests to the building principals.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

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, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

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 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 each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

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.

Professional Boundaries Between Staff and Students

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

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

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

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

with the Commissioner of Education.

Professional Growth

All employees must complete and illustrate professional growth and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. Charging at local vendors needs to be pre-approved.

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

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

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

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 supervising

loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

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

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

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 the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

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

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping

administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in the office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

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.

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.

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. Staff should refer to the board policy regarding the use of school vehicles.

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 supervision. Keys to any school areas are not to be

the staff room in an orderly and presentable condition.

Student Interviews

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

Telephones

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

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

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. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Ticket Taking

All certified staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

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

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

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent 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 his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District'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 superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis

against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

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

403(b) Salary Reduction Agreements

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced via phone, text, email, Facebook, website, and local stations.

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 excused absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our

premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association.

Substitute Folders

Each teacher must prepare a substitute folder. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.); and
- d.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

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

Assignment Notebooks

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

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

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

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

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

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

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

Check-out Forms

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

Classroom Management and Student Discipline

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

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

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

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

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

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

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

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items

include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

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

Collection of Student Money

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

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to LDNE, unless otherwise instructed. Certified staff must submit a deposit slip when they turn funds into the office. When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

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

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.

adults who have been approved by the school.

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

No student may participate in a field trip off school property without permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

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

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets and class roster with them when they leave their classrooms.
- c) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- d) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- e) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Maroon Card (all students accounted for)
 - 2) hold up a Gold Card (missing student (s) listed)
 - 3) hold up Both Cards (extra students listed)

Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be

- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in the MTSS process pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar. Staff should follow board policy for practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be

given via the intercom system or air horn alarm. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the shelter, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

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

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

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained in the google drive.

Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 100% of schedule placement on a per diem basis for such teacher's extended time.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property must request permission from administration. Elementary grades will be limited to one field

trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

A student is to be graded on academic performance. A student's grade is not to be reduced for discipline. Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card.

Guest Lecturers

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

Hall Duty

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

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. Films and other media can be used as instructional materials, but all media must be previewed for suitability by the classroom teacher before being shown to students.

Make Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to meet or exceed the 1,080 hour requirements for students.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

PowerSchool

All teachers/classroom aides will be required to use PowerSchool. Attendance will be taken within the first five minutes of each period. Lunch count will also be taken with PowerSchool.

Private Tutoring

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

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

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period.

Media Center

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

Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades.

Parent-Teacher Communication

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

Planning Time

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

Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Scope/Sequence and Weekly Planning

Teachers will be required to submit year-long pacing guides to the principal that will be used to ensure local and state adopted curriculum and standards are being taught. They will submit a weekly plan to the building principal that defines where they are starting each week in regards to the pacing guides. If they are more than 2 weeks off on their pacing guide, they will submit a plan on how they intend to catch up.

Sponsors

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

Student Activities

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

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

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised.

Student Medication

Student medications should not be dispensed by staff members unless they are trained and authorized to do so.

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.

Teaching Controversial Issues

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

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

Textbooks

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

PTO days that cannot be converted to sick days, due to the 45 day limit being met, will be paid out at \$40 per day for 7-8 hours employees, after the end of school year or August 31st, whichever is applicable.

Sick Leave

Unused PTO leave is converted to sick leave, accumulated to no more than 45 days. PTO leave must be used up before using sick leave. During such paid leaves, classified employees shall continue to receive all wages/salary and fringe benefits when the leave is approved. Pay will be based on the number of average hours employed daily.

The leave provided by the District is to be used for the purpose intended. Classified staff may use sick leave for the following: Employee illness, or the employee's family members as designated by FMLA laws, or other family as approved by administration. Sick leave may not be used to extend a holiday or break without a doctor's note or on an approved leave. Sick leave over three(3) consecutive days, may require a doctor's note.

Absenteeism will affect evaluations and pay increases. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

For PTO and other leaves, a Request for Leave form is to be submitted online to the Principal or Superintendent at least five school days prior to the leave, or as much advance notice as is practicable under the circumstances.

In leaves of more than (10) consecutive calendar days, there will be no guarantee of reinstatement to present or equivalent position, if applicable, FMLA rules will apply (If the employee position is filled while on extended leave, the employee may apply for and will be considered for any vacant position in which they are qualified.)

Absences when all available leave is used up is not acceptable. Supervisor approval will be needed. A doctor's note may be requested at any time.

Upon retirement from the district, certified staff will be paid for their unused accumulated sick leave at \$40.00 per day.

Benefits

Classified employees are provided benefits according to board approval. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year

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.

Absences from Work

PTO Leave

Classified employees will receive PTO Leave. PTO can be used at the employee's discretion (sick or personal) with administrative approval. PTO will be paid based on the employee's average hours worked per day. Absences will be paid in one hour increments, ½ hour increments for paraprofessionals.

PTO days that are consecutive may not exceed five (5) days without administrative approval. All PTO days must be used before any leave can be used from the employee's available sick leave.

PTO may not be used immediately preceding or following a regularly scheduled break without written approval from administration. The availability of substitutes can be an issue for administration. Therefore, PTO leaves may be limited by substitute availability.

PTO will be given as follows for Instructional/Library aides, custodial, kitchen and office staff:

Employees working 4-7 hrs per day: 6 PTO days per year

Employees working the school year, 7-8 hours per day:12 PTO days per year

Employees working 52 weeks, 8 hours per day:22 PTO days per year

Business Manager and Head Custodian receive 29 PTO days after 15 years of service. 52 week/8 hour employees receive 24 PTO days after 15 years of service.

shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

For the purpose of Benefits, employees will be classified as follows:

Class I - Business Manager, Head Custodian and Head Cook

Class II - Assistant Cook/Summer Custodian, 52 weeks

Class III - 52 week Employees

Class IV - 44-48 week employees, 8 hrs/day

Class V - 10 month employees (school year) working 7-8 hrs per day, 5 days/week.

Class VI - 10 month employees (school year) working less than 7 hrs per day, 5 days/week.

Class VII - less than 20 hours a week

A. Nebraska Public Employee Retirement System

Class I-VI. Employees who work at least 20 hours per week on a regular basis, must contribute to the School Employees Retirement Plan.

B. Health Insurance

a. Family Health Insurance with single dental will be offered to Class I Employees. Class II and III employees will receive Family Health/Single Dental starting at the beginning of the 10th consecutive year of service.

b. Single Health Insurance with single dental will be offered to Class II and III employees with 9 years or less of consecutive service; Class IV employees, working 40 hours per week.

c. Single Health Insurance with single dental will be offered to Class V employees at the cost of the employee.

C. Long Term Disability Insurance (LTD) will be offered to Class I employees.

D. Life insurance (\$20,000) will be offered to Class I-IV employees.

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

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against

employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee the right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Bereavement Leave

Full time employees working 37-40 hours per week will be paid up to three days bereavement leave for immediate family, as defined by FMLA laws. Leave must be approved by Administration or designee.

Holidays

Holidays will be paid based on the average hours worked per day. Holidays are:

- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve*
- Christmas Day
- New Years Day
- Good Friday
- Easter Monday (if scheduled as a break)
- Memorial Day*
- July 4th*

*For 52 week employees

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Time Clock

The time clock is to be used by all classified employees, unless an employee has exempt status. Employees will personally punch in at the beginning of their shift, punch in and out for unpaid meal breaks, and punch out at the end of their shift. Employees will not leave the building for personal business while punched in. Misuse of the time clock could result in disciplinary action.

Break Periods

Meal breaks

Employees are to take a minimum of thirty (30) minutes for an unpaid meal break. Breaks will be scheduled by the employee's supervisor. Employees are not allowed to work through their meal break to leave early or make up hours.

Rest breaks

Employees may be given two (2) – fifteen (15) minute paid breaks throughout an 8 hour scheduled day. If employed less than 8 hours but more than 4 hours per day then one (1) – fifteen (15) minute paid break may be given during the workday. Breaks should not be taken immediately after arrival or before departure of an employee's scheduled work day.

Overtime

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

Reporting When School is Closed

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

- a) **Secretaries/Clerical staff** should report to work.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

*52 week employees must either report to work or use PTO.

Internet access 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 following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

- 1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- 2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- 3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- 4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

- 1. Staff shall not access obscene or pornographic material.
- 2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- 3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

- 4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- 5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

Enforcement

Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

Any violation of school policy and rules may result in that staff member facing:

Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Title IX Policy and Grievance Procedures

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent

because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response

activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.

- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**

- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.
- 5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- 5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:
- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
- 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. **Dismissal of Formal Complaint.**
- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
- 5.3.2.2. Did not occur in the district's education program or activity; or
- 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

- student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- 5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit

written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.7.2.3. Findings of fact supporting the determination;
 - 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final

regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.9.1. Provides to the parties a written notice disclosing:
 - 5.9.1.1. The allegations;
 - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.8.3. As to all appeals, the district will:
 - 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination

5.10. Recordkeeping.

- 5.10.1. The district will maintain for a period of seven years records of:
 - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. Access to Classes and Schools.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs

or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

- 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
- 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Lyons-Decatur Northeast School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook, the parent-student handbook, the student activity handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

LYONS-DECATUR

NORTHEAST

Coaches and Sponsors Handbook

2022-2023



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Athletic Philosophies, Goals and Objectives

LDNE believes that extra-curricular activities are an important part of the total instructional program of the secondary school. The board of education believes that extra-curricular activities contribute to the intellectual, physical, and social development of a child and should be considered an integral part of the educational plan.

Every student in grades 7th – 12th shall be provided with the opportunity to participate in their choice of curricular activities offered by the district.

Personnel

Athletic/Activities Director

The athletic/activity director shall have authority of all extra-curricular activities in which we participate in during the school year. All coaches shall gain approval of the athletic director before communication with any school or coach about an activity involving LDNE. All contracts will be signed by the A.D. The administration shall be consulted, for approval, when additions or deletions are made. Building usage and calendar will be maintained by the A.D.

Head Coach or Sponsor

The head coach/sponsor shall have the responsibility of all teams for which he or she has been selected head coach/sponsor. The coaches may be asked for input regarding the selection of assistant coaches/sponsors in their sport.

The head coach/sponsor with all assistants shall supervise and be responsible for the action and behavior of team members at practice, games, events, and during times of transition. The head coach/sponsor shall instruct the team members and assistant coaches of the types of behavior which will be acceptable at practice, during games, or in transition.

Assistant Coach

All assistant coaches shall perform those duties and responsibilities as directed by the head coach who he/she is assisting. Any difficulty developing between the head coach and assistant coach shall be resolved by the Athletic Director and/or Principal and Superintendent of Schools.

Volunteer Coach

All volunteers must pass a background check and complete the volunteer coach paperwork.

POLICIES AND PROCEDURES

Accident Reporting

Whenever a team member is injured and sent to the hospital or clinic for treatment, a complete statement must be filed in the principal's office by the Head Coach or Sponsor. Parent or one of the coaches must accompany student to hospital/clinic. Parents will be notified immediately in the latter case. Head or Assistant Coaches will stay with injured student until medical assistance arrives or parent arrives to pick up child. Report to parent events leading to injury and what first aid was given.

Activity Calendar

A building usage calendar will be kept by the Activity Director. Coaches/sponsors are expected to check this calendar frequently and report additions and corrections. All coaches and sponsors will make every attempt not to book time slots the same as a previously.

All-Conference and All-State Selections

The Head Coach shall submit the names of players for all-conference and all-state honors according to the criteria involving such selection. scheduled event.

Athlete Expenses

The district shall pay for lodging and meals for those students who qualify, according to NSAA guideline, for an event sponsored by the NSAA, which requires a student to stay away from home overnight. The athletic department shall allow for each student who qualifies the following expense money:

1. \$10 per meal or \$30 per day
2. Lodging
3. Tickets or fees (if required)

Athletic Banquet and/or Honors Convocation

The honors convocation will be generally held in the spring. The coaching staff will support any effort that is made to honor student-athletes. They will encourage and make attractive the benefits of student attendance. All coaches will model behavior expected and set expectations for their student-athletes.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court

appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students must be in attendance by 10:00 a.m. to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

Concussion protocol will take place when team member has a head injury or suspected concussion. Every coach and sponsor will have a copy of the student emergency form on file in case of accident or injury.

Chain crew, clock operations, score keepers, and officials

It will be the responsibility of the athletic director to select chain crew, clock operators and scorekeepers. No students will be used to perform these duties for varsity events.

Coaches Expenses

All Coaches or sponsors shall be reimbursed in the following manner for State Tournaments or Meets in their respective event:

1. Team or individuals qualified for NSAA events:
 - A. Mileage..... use of school vehicle
 - B. Tickets..... cost of, if needed
 - C. Lodgingcost for individual coaches
 - D. Meals \$30.00/day with receipts
2. Non qualifiers: Use of school vehicle.

All Coaches/sponsors and Athletic Director of teams which do not qualify for state tournament/meet competition may be excused to attend the state event.

Head coaches/sponsors have \$100 budgeted per sponsored activity to provide expense money for their attendance at clinics in their area upon receipt of paid bills and mileage statements. This expense money is through the negotiated agreement, and must first be approved by

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appearance of lockers is clean and picked up, and athletes keep clean clothes in lockers. Locker rooms are to be checked by the coach prior to leaving the building after all students are gone. The locker room is to be locked to prevent unauthorized persons from gaining admission during games or practices.

Media

The head coach or his or her designee shall submit statistics and game reactions for games or meets to the Lyons-Mirror Sun, The Plaindealer and school web site on a timely basis. We should strive to cooperate with the local editor. Good public relations make for better exposure for our student-athletes.

Nebraska Coaches Association Membership

The district will pay for each coaches membership to the NCA.

Program Information

Program information shall be supplied to the Athletic Director in sufficient time to allow for the printing of programs for the first game of the season. Schools request this information be sent at least one week in advance of scheduled games. Any changes in program information should be submitted to the Athletic Director at the earliest possible time.

Record Keeping

Each coach shall keep a written record of all activities under his or her direction. These records shall contain necessary and descriptive information to assure all items may be accounted for at the conclusion of the athletic season.

Reporting Scores

The head coach or his or her designee shall see that scores are reported to Max Preps and all area media agencies requesting such information for all home games. Also, game information for the daily announcements shall be given to the principal's office the day after the event.

Scouting

Scouts shall be paid for mileage at the present rate, which the school board allows only if no school vehicle is available at the time needed and with prior approval of the Athletic Director or Superintendent of schools. Ticket price shall be reimbursed if needed to gain entrance to the activity to be scouted. Only one person will be reimbursed for any scouting function where more than one attends. Scouting trips must be

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the administration and must be consistent with the LDNE Board of Education Policies

Coach's Offices

The office spaces available for coaches will be shared by all appropriate coaching staff members. This area is designated to be used by coaches. The maintenance and appearance of the coaching office is their responsibility. Regular housekeeping tasks should be shared by the coaches in keeping the room neat and organized.

Discipline

The head coach/sponsor shall be responsible for the discipline of all teams under their guidance. The head coach/sponsor of each sport/organization shall instruct the assistant coaches or sponsor and all team members on the type of behavior that is to be maintained in practice, in games, and in transit.

All assistant coaches/sponsors shall be responsible to carry out the wishes of the head coach/sponsor in the area of discipline. Disciplinary action taken by a coach/sponsor shall be reported the same day to the principal and/or Athletic Director.

Eligibility Forms

Eligibility forms must be entered one week in advance of the first varsity athletic event according to the rules set forth by the NSAA. Coaches shall supply the Athletic Director with a list of participants' names so this task may be completed by deadlines. Any additions or deletions must be turned in to the Athletic Director as the season progresses.

Equipment

Each head coach shall be responsible for the proper fitting of equipment for the individual participants. The head coach shall maintain a written record of the equipment assigned to each player and ensure the prompt return of the equipment following the close of the season. The coach is also responsible for the proper cleaning and storage of equipment; game uniforms, and practices equipment used in his or her area of control.

Locker and Locker Rooms

Lockers shall be assigned to each member of an athletic squad for the protection of equipment. Lockers are to insure safekeeping of athletic equipment, uniforms, and practice clothes. The head coach at any level is responsible for policing the locker room, keeping it free from dangerous horseplay, insuring athletes maintain lockers, general

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reported to the Athletic Director prior to attendance if there is to be any reimbursement.

Shuttle Van

Athletes (JH-HS) must sign up at the business office each day if they wish to utilize the shuttle service. Coaches are responsible to advise the business office if there is any change in schedule.

Student Eligibility

The head coach or sponsor has the ultimate responsibility to see that all students participating and/or practicing meet all requirements including:

1. Submit to the coach or sponsor a signed physical form.
2. Submit a signed Activity Handbook form.
3. Submit a NSAA Activity Form.
4. Be eligible per parent-student handbook rules.

Student Orders

All money must be collected prior to the order being turned in. NO ITEMS WILL BE DISTRIBUTED TO STUDENTS UNTIL PAYMENT IS MADE IN FULL.

Sunday and Wednesday Night Activities

To provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:15 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Supervision of Students

No students will be left unsupervised during any part of any activity. Coaches/Sponsors are to ensure that students not out for a sport or activity are not in the gym or locker room area before or after school unless they are under the direct supervision of a staff member. No athletes are to work on weight training equipment without the direct supervision from a coach or staff member. At the end of practices or contests, make sure all lights are turned off and doors are secure.

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Supplies

Each coach will have the opportunity to submit to the athletic director a list of supplies needed for the following year and these lists shall be compiled and ordered. Any emergency items needed must be brought to the attention of the athletic director, who if needed, will direct the appropriate purchase order for the supplies.

Transportation

Each Head Coach and Sponsor should fill out a written request for transportation to all away contests. Requests should be given to the Activity Director.

CHECKLIST OF RESPONSIBILITIES FOR VARSITY COACHES

The following is a job description in the form of a checklist for use by head coaches of a sport. Its primary intent is to inform the coaches of their major duties and responsibilities:

- Adhere to policies and rules of school, conference, and state association
- Require all students to have on file a physical examination and a parental consent form before they can participate in practice or games
- Discipline students for unsportsmanship behavior
- Establish and enforce training rules
- Establish and enforce rules of conduct for athletes in your sport
- Provide roster information to meet program deadlines, usually one week prior to first contest
- Provide the athletic director with the necessary information required on an eligibility list
- Provide a good example by conduct during contests
- Develop a personal coaching philosophy
- Schedule adequate practice time to meet the objectives of your philosophy
- Organize practice schedules carefully and effectively by maintaining written practice plans
- Begin and conclude practices on time
- Utilize assistant coaches effectively
- Require adequate preparation by a student in practice before he/she is allowed to compete interscholastically
- Teach fundamental techniques
- Work to motivate your athletes

- Stay abreast of new trends/innovations in your sport
- Oversee safety precautions related to assigned sport
- Give proper attention to injuries to athletes, including proper reporting, and the athlete's rehabilitation
- Supervise the locker room before and after practices/games
- Take responsibility for securing the facility before you leave
- Supervise students on the bus and at away contests
- Assist in making final arrangements for contests, including travel
- Take final responsibility for entry forms sent to the NSAA for district contests
- Attend the state sponsored rules meetings for your sport
- Establish guidelines for earning a "letter" award in your sport
- Provide the athletic director with a list of students who completed the season in good standing, and those earning "letters" for the season
- Supervise the use of all equipment and facilities directly related to your sport
- Keep a written record of all equipment issued to students
- Take responsibility for recovery and storage of all equipment used in your sport
- Provide the athletic director with a complete inventory of equipment on hand at the conclusion of your season
- Requisition necessary equipment and supplies for your own sport needed for the next year through proper procedure using purchase order forms
- Provide the media with information pertinent to your sport
- Provide administration with evaluation of assistants and Junior High coaches
- Provide help with the Junior High coaching to ensure their program complements the varsity program
- Provide the athletic director input with respect to officials to be hired for athletic contests
- Supervise the weight room when athletes in your sport are weight training

Lyons-Decatur Northeast Board of Education Goals 2021-2022

July 12, 2021

The Board of Education believes that each of the following is of equal value and importance and therefore are listed in no particular order...

- Encourage and increase the use of available technology for all students to increase employment opportunities and better prepare them for his or her future and for all staff to maximize his or her proficiency and creativity in the classroom. This includes updating current technology and providing resources and training for future improvements. Promote the appropriate use of social media sources to enhance the students' education and to help the students use them as a positive, appropriate communication tool.
- Promote Lyons-Decatur Northeast School through increased public awareness of its pre K-12 educational programs (including its academies, IT classes, the one-to-one initiative and additional dual credit courses etc.) and all of the curricular and extracurricular activities via the use all public print, broadcast and digital media with special emphasis on the continually updated LDNE website, Power School and bi-monthly newsletters.
- Continue to be careful stewards of those monies entrusted to our care while providing the necessary supplies and services to our students.
- Create short term and long range plans for the future growth and development of Lyons-Decatur Northeast.
- Will make every attempt to insure the physical, mental and emotional health and well-being of every student and employee of the district.

Excess Property Sale

43 Large plastic chairs
35 Large plastic/metal chairs
12 Large blue/gray chairs (cracked with pinch points)
20 Medium plastic chairs
1 Medium plastic/metal chair
5 Small plastic chairs
22 Small plastic/metal chairs
1 Small wood/metal chair
1 Large Brunswick KLV 18 wood/metal chair (minimum \$20)
1 Heywood Wakefield wood/metal chair (minimum \$20)

43 Large attached chair and desks

3 Small tv stands
2 Large tv stands
4 42" TV's
1 52" TV
1 76" TV

1 7' x 30" heavy metal frame table
7 Tables 8' x 30" (old, heavy, metal frame)
1 27" x 27" plastic/metal brown coffee table
1 wooden table 6' x 30"
1 wood/metal desk - blue (minimum \$10)
8 lunch tables 6' x 30" (folded up) or 12' x 30" (unfolded)
17 book desks
1 desk privacy 3' x 2'
1 small desk (particle board)
2 large desks (plastic/particle board)
1 round table 4'

1 toss back net
2 Volleyball Net Poles
8 heavy football blocking bags
3 play production house walls

9 wooden steps 10" x 19"
1 magazine rack 5' x 4'
1 magazine rack 4'
1 wooden shelf 4' x 10"
1 metal shelf 3' x 12" (8 shelves)
1 hanging shop heaters

2 milk coolers

1 Refrigerator (scrap – does not work)

2 filing cabinets 52" x 18" x 30"

1 large metal printer table

Reading Mastery Textbooks

Music Textbooks

BRLD Uniforms