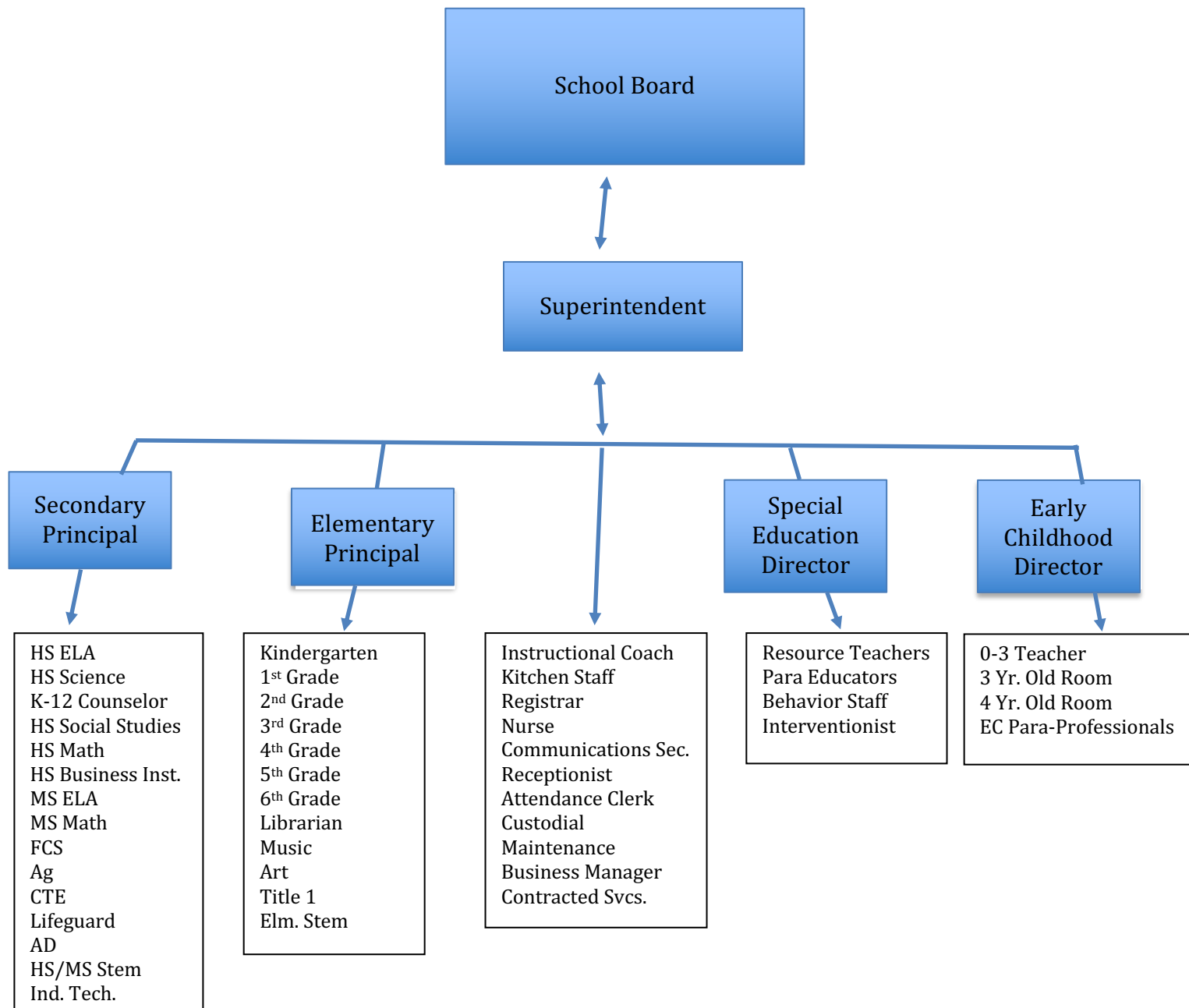


# *Santee Community Schools*

*2019-2020*



*Staff Handbook*



# **Santee Community School Teacher Handbook 2019-20 School Year**

## **Article 1: FOREWORD**

### **Section 1: Intent of Handbook**

Welcome to Santee Community School. This handbook is intended to be used by teachers and other certificated staff to provide general information about Santee Community School and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

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

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

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

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

This handbook will be in effect for the 2018-2019 and subsequent school years unless replaced by a later edition.

### **Section 2: Information About Santee Community School**

Santee Community School was previously a K-8 elementary school until 1976 when the school building relocated to its present location. Santee Community School has been a K-12 institution since then.

The Santee Community School has an Early Learning Academy with an Infant and Toddler Classroom, a 3 year old room, a 4 year old room, and Kindergarten in one building. The School offers extended educational opportunities with the Alternative Ed program called the Futures Academy.

### **Section 3:**

### **School Mission Statement**

#### **Vision Statement**

Santee Community School ensures all students are prepared to be successful members of society.

#### **Mission Statement**

Santee cares for students through career exploration, cultural growth, character development, and community involvement.



#### **Warrior Virtues**

We express our learning through our belief in the four cardinal virtues:

"Woksape" - Wisdom - Do Our Best at Learning

"Woohitika" - Bravery - Stand Up For the Right Thinking

"Wowacintanka" - Fortitude - Keep Trying

"Wacantognaka" - Generosity - Help Others

We pledge by our actions to:

Be Safe

Be Responsible

Be Respectful

Be Healthy

### **Section 4:**

### **LEARNING FOR ALL**

- The philosophy of the Santee Community School is that effective learning is essential knowledge that is discipline specific in mathematics, communication (reading, writing,

listening, speaking), social studies, science, health, fine arts, and foreign language.

- To facilitate effective learning the Santee students will develop strategies for complex reasoning (comparing, decision making, deductive-inductive reasoning, systems analysis), assessing information, and learning to learn, maintain positive attitudes and productive mental habits communicate effectively and work well with others.
  - Learning that knowledge will require students to demonstrate positive attitudes and productive mental habits that will increase their capacity to learn.
  - Learning that knowledge will require students to acquire, process, and use depth of knowledge for appropriate application. The students will use information and ideas across a wide range of disciplines and will develop skills and processes with speed and accuracy across a wide range of disciplines.
  - The students will know what they have learned and the extent of their learning toward targeted knowledge based on mastery of standards.
  - To this end the focus of the Santee Community School will be on what students learn in accordance with the Nebraska State Standards and the Santee Community Standards, content of courses, information processing and lifelong learning.
- To determine if the students are learning, the Santee Community School will be a Professional Learning Community (PLC) and utilize the PLC structure to focus on student learning, collect data on student learning, and analyze the data, all centered around the PLC four guiding questions.

An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to master state standards and such additional standards as established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning's in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards;

as are established by the Board of Education;

- ✓ is appropriate for the developmental level of the students;
- ✓ addresses diverse learning needs;
- ✓ instills a passion for learning and the importance of lifelong learning;
- ✓ develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- ✓ develops expected work ethics, as well as group participation and leadership skills;
- ✓ incorporates character education and multicultural education, including respect for diversity;
- ✓ provides for application of technology in all learning areas;
- ✓ provides access to advanced courses; and
- ✓ is organized in a schedule that is functional and meets student needs in all curriculum areas. Providing a supportive learning environment which includes:
  - ❖ a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - ❖ learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - ❖ Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

## **Section 5                      Severe Weather and School Cancellations**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. An automated phone service for parental and notification will be used. Additionally representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action.

### **Decision to close schools**

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. and transmitted through the automated phone system. An early decision is not always possible because of uncertain weather conditions. School

officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (student activities).

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

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

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

## **Section 6 Contract Days**

Teachers are contracted for up to 185 days (hereinafter referred to as the "contract year"). Individual teachers on varying schedules as established by the Board of Education and administration shall service such contract days.

## **Section 7 Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

**NOTE: This handbook serves as a guide, to ensure accuracy please refer to the Master Contract available in the business office for matters of employment.**

## **Section 1      Employment**

A teacher is employed by Santee Community School when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance 30 days after offer. It is important for teachers to respond to the request to signify acceptance, as a failure to signify acceptance of employment within 30 days shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher will give written notice of resignation to the building Principal and Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after June 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. 1§79-820. Teachers are reminded that breach of contract may result in loss of teaching certificate.

## **Section 2      Assignments**

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

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

Annual Outcome Assessments will be required of all certified staff that teaches Language Arts, Math, Social Studies, and Science. The Nebraska State Department of Education requires schools to submit assessment data on math and language arts. Grades 4, 8, and 11 will be

reporting language arts and math scores to the State as well as the federal government. The following year, science will be added to the language arts and math assessments. For this reason, teachers need to be collecting data on student performance. Teachers in the four core disciplines will have part of their evaluation based on their participation in this endeavor.

### **Section 3      Personnel File**

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

Employee records are confidential and are available to the employee **only through written request!** The request is to be made to the Superintendent or Business Manager with two days notice. The Superintendent must be present when the employee reviews the file. Records can be reviewed and a written response made by the employee, but records cannot be removed from the designated area. Copies of certain information can be furnished to the employee.

### **Section 4      Verification of Teaching Service & Credentials**

At the beginning of each school year, teachers are required to review and update their teaching service and credentials. An official graduate transcript showing the most current college hours earned is a requirement to receive advancement on the salary schedule. This is due before the first paycheck in September if it is not reported by then, no changes will be made for the year. In addition, verification of teaching service, a copy of a valid Nebraska Teaching Certificate, and emergency contact names and telephone numbers are required at the beginning of the school year.

### **Section 5      Reprimands**

Employees will be evaluated as per state statutes. In the event of a reprimand and or termination due process will be followed.

Nothing in this policy will abridge the school's policy of immediate termination when the seriousness of the events warrants this action.

### **Section 6      Grievances and Complaints**

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

### **Section 7      Compensation**

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

agreement.

If pay is made available for extra-duty activities, monthly meetings are mandatory. Minutes of meetings and/or practice schedules must be handed in to the Superintendent and Athletic Director at the end of the season with an Extra Duty Pay Form to request payment for the activity. If the activity is not completed, pay will be reduced accordingly.

All athletic programs will submit the following in a time sensitive manner, in order for coach(es) to receive compensations for the activity;

- 1) Head coaches must submit completion of the rules meeting form to the Athletic Director.
- 2) Player roster with numbers and sport specific information is required 2 weeks prior to the first contest. Adjustments will be made as the roster changes.
- 3) Coach(es) are responsible for making sure all participant physicals, parental release forms, emergency release form are submitted to the Athletic Director and the school nurse.
- 4) Reporting of all game/contest scores are submitted to proper media outlets including the NSAA and local media.
- 5) Complete inventory of equipment, including uniforms. All uniforms must be accounted for prior to any compensation being distributed.
- 6) Complete year-end record and results must be submitted to the Athletic Director. This need to include season record and scores of all games, at all levels (Varsity, J.V. Jr. High).
- 7) Completed JV and Jr. High coaching evaluations, along with recommendations for program development.
- 8) Submissions of all post season awards, team awards, and any honors attended during the season.
- 9) Recommendations for program development.
- 10) Requisitions for the upcoming season.

**These 10 items will be submitted to the AD prior to coaches/ sponsors requesting compensation for the season/activity.**

#### **Section 8: Changes in Salary Schedule Placement.**

The provisions of the negotiated agreement shall govern changes in a teacher's placement on the salary schedule. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned or expect to earn for purposes of advancement on the salary schedule on or before May 31 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

#### **Section 9: Salary Payments.**

Salary is payable over twenty-six equal installments. Teachers will be paid on the first Friday of

September and every other Friday thereafter. If the payday falls on a holiday staff will be paid on the preceding workday. If you plan on allowing someone else to pick up your paycheck, please make sure and send along a signed note authorizing this. If the business office does not have this pre-approval from you, your paycheck will NOT be given out.

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

**Section 10: Payroll Advances.**

Under no circumstances will there be payroll advances.

**Section 11: Summer School.**

An hourly wage is determined from this and is used to calculate the summer school wage. Summer school salaries will be paid at the conclusion of summer school.

**Section 12: Substitute Pay**

Teachers at Santee Community School that substitute for another teacher will be paid ten additional dollars per day worked, regardless of the number of periods subbed during the day. All substitute forms must be turned into the business office by the Friday before the new pay period begins. Any forms turned in after such time will NOT be paid.

**Section 13 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 \$150 or the current substitution rate.

**Section 14 Benefits**

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

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may

also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

## **Section 15      Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement. There is a fee of \$2.00 for each payroll deduction (PRD) made. Family dental, Santee Housing Authority, Christmas Club, Teacherage Rent, and NEA dues are the only voluntary PRD's that are not subject to the \$2.00 fee.

## **Section 16      Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required driving their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted on a travel voucher to the Business Office. The allowable rate shall be governed by Board policy, unless otherwise required by law. Gas vouchers will not be authorized for private vehicles except by Superintendent or by the Superintendent's representative for authorization. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or Superintendent. The request for reimbursement should include a receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

## **Section 17      Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

## **Section 18      Other**

Teacherages. The Board will attempt to have rental accommodations available to teachers and administrative personnel in Santee. Rental rates and conditions for teacherages and other school board accommodations are determined by resolution of the board. Rental and utility charges are calculated to provide a 12-month occupancy (prorated from the move-in date to the 20th of the month and then 12 months thereafter), and payroll deductions are made accordingly over the twelve-month period. A rebate may be claimed if the premises are vacated before expiry of the 12-month period, and is payable 30 days after vacating. Exact stipulations relating to the teacherages can be found in the Business Office.

Christmas Club. Employees of Santee Community School are eligible to sign up for the Christmas Club, a savings plan funded by employee opted payroll deductions. Forms and further information is available in the business office.

### **Article 3 – ABSENCES FROM WORK**

#### **Section 1      Discretionary Leave**

Teachers are provided with 13 paid discretionary days (not to include professional leaves, bereavement leaves, etc.) in accordance with (and not to supersede) the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement. Staff members may use their leave in one-hour increments.

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

If a staff member has arranged for leave and school is forcibly called off (due to weather, mechanical failure, national emergencies, etc.) the employee will NOT be held accountable for that day of the original leave request.

#### **Section 1.1      Requests for Leave**

Advance reporting of the need to take leave and having effective lesson plans and materials prepared and readily available for the substitute are important. The unused portion of such an allowance shall accumulate from year to year as sick leave, with a maximum of fifty (50) days. After accumulating 51 days or more of sick leave, the teacher will be paid half the amount of a substitute for each day over 50 at the last pay period in May of each year. Teachers must request this in writing by the final teacher checkout day.

#### **Section 1.2:    Process for submission of Leave Request;**

*Once a decision has been made to request leave, submit online leave request form to the principal. Teachers should have NO expectation of leave being granted, and should have NO expectation of receiving a response for 48 hours. This time will be required to confer with building administrators about availability of finding suitable substitute teaching. Once a competent substitute is determined the leave will be granted and the teacher will be informed.*

A teacher who becomes ill and is unable to work, is to phone the Principal before 6:00 a.m. This communication with the Principal is part of a teacher's professional responsibility. A

phone call will be required. If the principal is not reached a follow-up text message may be sent. Additionally, teachers are to first make contact with their building Principal, and then if that Principal can not be reached, the other Principal should be contacted. Sub's are difficult to obtain in the best situations, so the closer to 6:00 a notification can be made, the greater the chance for a qualified sub to be obtained. In the absences of finding a qualified outside substitute to replace a missing teacher, the administration will be forced to fill from within, including but not limited to utilizing classroom teachers during their planning time, and the possibility of combining classes.

Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For other leaves, electronic submission of the intended leave is to be submitted to the Principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

All leaves are computed based on first day of annual employment.

### **Section 1.3: Staff Absence Forms (On-line request forms)**

All staff must fill out a staff absence form if absent, late for work, leaving early, or missing hours during the workday. Staff absence forms must even be completed when going on an approved school activity or taking a professional day. Staff absence forms must be turned into the Principal for approval.

### **Section 1.4: Staff absences & Extra Duty or other contracted duties.**

Coaching and other extra duties as assigned by the school, or through volunteer basics or another form of contracting become the sole responsibility of the individual to arrange a substitute in the event of their absence. It is suggested that emergency contacts are arranged in the event of an unforeseen absence. The absent individual should NOT assume that the teaching substitute would also cover these duties.

### **Section 1.5: Return from Leave**

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate. A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

## **Section 2      Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated discretionary leave called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per hour basis calculated using the number of hours missed as the numerator, and the number of total contract hours for the school years as the denominator; e.g. one day missed = 8/1480 of total salary and fringe benefits.

## **Section 3      Leaves of Absence**

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

## **Section 4      Jury Duty**

A teacher who is summoned for jury service shall promptly notify the Principal in writing, of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

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

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

## **Section 5      Military Leave**

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

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

## **Section 6      Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provide for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government, which provides more information about FMLA leaves, is attached as Appendix “D” to this handbook. Some specifics regarding FMLA leave at Santee Community School:

.01 Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

Any certified or administrative employee shall be granted ten (10) days paid leave for maternity or maternal adoption (this includes male employees). If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

## **Section 7      Bereavement Leave**

Staff shall be granted up to four (4) days of paid Bereavement Leave in the event of each death or terminal illness of immediate family, i.e., mother, father, spouse, child, maternal or paternal grandparent, grandchild, brother, sister, or in-laws (mother, father, brother, sister, grandparent). Discretionary or sick leave can be used for other family members. The Leave Request time requirements will be waived in emergency situations.

## **Section 8      Professional Leave**

The number of days and days designated as professional leave will be at the discretion of the Superintendent. Requests for professional leave should be made in writing. A copy of the workshop agenda or registration must accompany. Upon the staff members return a summary of the workshop and impact on job performance will be made in writing and submitted to the Principal.

## **Section 9      Sick Bank**

Certified employees have access to a sick bank. It cannot be used for maternity leave. It is a participatory plan of choice.

# **Article 4 – DUTIES AND RESPONSIBILITIES**

## **Section 1      Hours of Work & Meetings**

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

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

Certificated employees are to spend their workday on site, except that duty-free lunchtime can be spent off-site. Staff may leave the building earlier when called to a professional meeting, but all meetings must be pre approved by the building Principal.

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

Teachers shall attend meetings called by the Superintendent of Schools, Principals, department heads and team leaders, except those meetings, which are designated for optional attendance.

## **Section 2      Arrival to Duty Assignments**

Full-time teachers have a designated on-site workday as per the negotiated agreement. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at the tardy bell to assure that students are not unsupervised within the classroom, teachers should assume a position that places them in the doorway to their classroom so they can monitor both the immediate hallway and their rooms. Teachers are expected to be in the hallways monitoring student activity between class periods and before and after the school day begins.

## **Section 3      Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the front desk.

Teachers may leave school during duty hours with the approval of the Principal. If the absence has been approved, the teacher must check out with the front desk when leaving, and check back in with the front desk upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the front desk and make sure that an administrator has been notified of their unexpected absence so student coverage may be provided.

### **Section 3.1      Planning Time**

Teachers are reminded that planning time is not “free time.” This is an instructional planning part of the day that is provided by the school district. Teachers are allotted 250 minutes per week for educational planning. The administrative expectations are that this time will be utilized to develop teaching plans, and meet the required planning expectations of the building Principal or may be designated for professional learning or consultation with administration or instructional coaches.

#### **Section 4 Lesson Plans**

Teachers will prepare written lesson plans, which cover the preceding weeks plans for days of advance instruction. The plans must be written out on the software Common Curriculum for K-12 and Creative Curriculum for Early learning. Lesson plans are due Monday morning by 8:00. Please keep the substitute book (lesson plans, class rosters, etc.) displayed prominently in your classroom. Lesson plans and grade books will be monitored throughout the school year and the usage of the student management system will be included in the certified evaluation.

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

Teachers of disciplines that are part of the district portfolio process (i.e. language arts, math, science, and social studies) must identify in their lesson plans what standard they are teaching. This is necessary as part of our alignment at the local level. Those who are not teaching part of the district portfolio process need to identify their lesson plans with national standards.

*NOTE: Teachers of all Disciplines will share in a collaborative approach to improve standard achievement scores and will have to provide evidence of work in their areas of education that help support student learning and preparations for State Assessment scores.*

Detailed, complete and alternative lesson plans are part of the professional expectations for every teacher. Plans must be available for a substitute before 8:00AM.

#### **Section 5 Daily Class Record Keeping**

Every teacher is required to use the student management system (PowerSchool) for record keeping of attendance and achievement of every student enrolled in their classes. This grade book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class.
2. A complete record of the attendance of each student enrolled showing:
  - A. Periods in which the student was tardy.
  - B. Days on which the student was absent, with a differentiation between excused and unexcused absences.

3. A complete report of all recorded grades for each student. Progress reports will be ran every third week; therefore, teachers are expected to keep up to date records of student achievement. Teachers who fail to do this will be reprimanded.

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

Teachers are expected to post grades to the electronic grade card at the end of each grading period. An additional responsibility at this time is to include comments written and posted to the grade card.

### **Section 5.1: Cumulative Records**

Know your students! Familiarize yourself early in the year with each student's permanent record. The Cumulative Record includes the following information: (This is a major component of Danielson's Domain 1).

- A registration form
  - Permanent record, and grade cards
  - Test scores –State Assessments – MAPS – DIBELS NEXT- Essential Standards Mastery
  - Parental/guardian information
  - Title VII form (506 Form)
  - Tribal Affiliation (JOM) Prior to providing any requested information a parental/guardian form must be signed. The only exception would be a transcript request on official letterhead from another school. Special Education/Psychological will be sent upon request from other schools or a parent/guardian written request. Confidentiality rules apply to student records and they are not to be shared with persons without legitimate educational purpose. Parental/ guardian permission is required, and please remember that parents have a **legal right** to have free access to their child's records, but **everyone** is required to log-in and log-out when accessing student files. Certified and classified staff should be very careful to make comments in a positive, objective, and professional manner when adding information to a student's Cumulative Record. The person entering those comments is **legally** responsible. Make sure there is documentation for the comments made and add such as verification for comments.
- **Section 6 Classroom and School Procedures** Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:
    1. **Bulletin Boards**
      - a. Each teacher shall be responsible for completing appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards are to be completely changed no less that two times during each school year.
    2. **Classroom Routines and Procedures**
      - a. Each teacher is expected to post the specific routines and procedures that pertain to their classroom. Students will be expected to abide by the District

Code of Conduct at all times and in all areas of the school.

**b. Classroom Environment**

- i. In order to have a sound education program a cheerful, neat, well organized, uncluttered, and comfortable room is required. This includes safe, attractive, purposeful placement of the contents of the classroom. Teachers and aides should also strive to have culturally appropriate items in the rooms and on the walls, growing plants, and learning centers. These types of items not only dress up the room, they also motivate students to maintain and respect their room and its contents.

**3. Text Book and Room Inventory**

- a. All school purchased materials must be inventoried and submitted electronically to the Business Manager. Textbooks are to be numbered and stamped with Santee Community School and include a way to register student users. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Strongly recommend that students put covers on their books by the end of the first week after receiving them.

**4. Use of Cell Phones**

- a. Teachers shall not use cell phones during teacher duty (instructional) time for personal use. Teachers are allowed to have their cell phones with them. Unless administratively authorized or an emergency situation arises, teachers are expected not to use their cell phones during the school day to talk or text with the exception of their planning and lunch periods.

**5. Use of Paraprofessionals**

- a. Classroom Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities unless directed by administration. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Teachers are to see that the duties of the aides are clearly explained and followed. Teachers who have a particular paraprofessional assigned to them will help in preparing the aide's semester schedules including their break and lunch times to coordinate with the classroom needs. Schedules will be submitted to the front office, to be kept on file, by the end of August. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

**6. Use of Student Aides**

- a. Student aides are to be directly supervised by the teacher and are not to leave

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

**7. Checking Out of Equipment**

- a. All equipment must be checked out through the Business Manager. All school equipment may be used only for school purposes, unless authorized by administration.

**8. Checking Out of School Van**

- a. All transportation needs need to be arranged through the transportation clerk, and vans need to be checked out. A van simply being present does not indicate that it has not been checked out! In addition, the teacher(s) in charge of the van are responsible for the cleaning of the interior of the vehicle, and should immediately report any vehicle concerns to the director of transportation. Teachers or sponsors requesting the use of a van will need to fill out the electronic transportation request, and make arrangements to pick up the keys prior to the conclusion of the school day. Keys MUST be checked out from the transportation clerk.
- b. A vehicle used by staff members without checking the vehicle out in advance or obtaining administrative approval will be subject to disciplinary actions.
- c. A \$25 fee will be charged to any adult returning the vehicle without properly cleaning it. Employees will self-report to the transportation scheduler. By agreeing to the terms of this handbook, the employee subject to these terms agrees to have the fee deducted from their paycheck. Written notification will also be issued by the business office.

**9. Requisition of Equipment and Supplies**

- a. Books and supplies, which are needed for instruction, should be requested through the Business office in the form of a purchase order signed by an administrator. If you purchase something without a purchase order you will be responsible for the cost. Purchases made by teachers will be paid only with prior administrative approval in the way of a signed purchase order, and only upon receipt of proof of purchase and following the next monthly school board meeting. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

**10. E-mail**

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

**11. Teacher Mailbox**

- a. Each teacher will be assigned a mailbox located in the teacher's work area. Teachers should check for mail each morning and also later in the school day,

if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

#### **12. Teachers Collaboration Time**

- a. Staff Collaboration will generally be held during professional development days and scheduled on the Collaboration Calendar. All teachers are expected to be present for their appropriate meetings, unless they are absent from school. Teachers meetings are tentatively scheduled and placed on the 2018 - 2019 calendar.

#### **13. Professional Learning Communities**

- a. Teacher meetings to discuss student growth of essential standards will be held as scheduled on the school calendar. All teachers are expected to be present for the meetings, unless they are absent from school.

### **Section 7 Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

#### **Section 7.1: Proper Supervision**

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

- If a student must utilize this computer for testing purposes (AR) you must be present and supervise accordingly. If your computer is left unattended and unsecured a reprimand will be administered.
- No students may be allowed in any classroom without adult supervision. As teachers take students to lunch it is strongly recommended that they lock their classrooms as they leave. Additionally, storerooms, teacher's restrooms, and other areas set aside for the staff are off limits to students.
  - All students are to have adult supervision at all times. Reprimands will be placed in a teacher's file for continual disregard of this policy. Students are not to be out of their respective classes without passes.

### **Section 7.2: Proper Instructions**

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

### **Section 7.3: Proper Maintenance of Buildings, Grounds, and Equipment**

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie) periodically to make sure you can communicate with the office immediately in the event of an emergency.

### **Section 7.4 Proper Warnings**

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.
- Supervision: Note that supervision can only be turned over to another qualified adult, and that that adult must be present for this transfer of supervision to occur. Leaving a group of students because they are to be in another class, or under someone else's supervision is not acceptable. Please report all adults who are not available to supervise during their assigned times.

## **Section 8 Assemblies/Activities**

The school will make every effort to schedule interesting and educational assemblies. Unless assigned to other duties, it is the teacher's responsibility to be in attendance with their class. All teachers will monitor students during these times. Supervision of school activities that take place during duty hours is a contractual responsibility.

Certified staff will also be expected to accept supervision responsibilities for a minimum of three (3) school activities, during the school year, which extend duty hours, i.e., football game, volleyball game, basketball game music program, etc. These duties may include but are not limited to; taking tickets, watching lines, working in the concession stand, monitoring or supervision. With supervision responsibilities, staff members will be compensated with an NVC activities pass.

## **Section 9      Cafeteria**

Adults scheduled to supervise during this time will monitor student behavior, at lunch and noon recess. Teachers will be responsible for picking up the students from lunch and supervising them following the teacher's 30-minute duty free lunch, their thirty (30) minute uninterrupted lunch comes at the beginning of this supervisory time. All staff members are expected to make the appropriate intervention when inappropriate student behavior is observed.

## **Section 10:    Contact the Office for Assistance**

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- Student fight
- Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately contacted, call 911 if the problem appears to be of immediate and serious concern
- To report or have a suspicion that a student has a weapon or other dangerous item
- To report drugs, alcohol, or other illegal substances
- Presence of an intruder (a non-student or staff member who refuses to go to the office)
- Propane gas smells, or other smells, sounds or suspicions that danger may exist

### **Section 10.1: Student Searches**

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

### **Section 10.2: Student Rights**

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

## **Section 11: Managing Student Conduct**

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

The teacher is the student's main contact. It is therefore reasonable that the teacher be in charge of discipline of that student while they are under the teacher's supervision. Any consequences assigned due to behavior should be reasonable and appropriate for the situation. This should be seen as an opportunity to help the student grow and realize their potential. If it becomes necessary for a teacher to bring a student to the administrative office or to call for administrative help due to resources being exhausted, then the administrator will be in charge of investigation and assigning consequences as needed. Do not tell the student what you think should happen to them. If and when the student is returned to the classroom, please accept them and resume their educational process. Even discipline needs to be as positive an experience as possible.

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

1. First week of class students are made aware of classroom expectations. These expectations are to be posted in your classroom. Students often appreciate giving input on classroom rules.
2. It is required to;
  - A) document student behavior in your classroom,
  - B) call parents,
  - C) make referrals,
  - D) and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, schedule a meeting with the Principal to create a discipline plan. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral.
6. Refer students with continued and significant behavioral problems to the student

- assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Read and understand the student handbook and the student conduct rules of the District.
  8. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
  9. Violations of student rules, which are also violations of law, are required to be reported to law enforcement. Make a report of such conduct to the Principal and prepare police report so this law may be followed.
  10. Detention. Student detention can be a successful deterrent to inappropriate behavior. Detentions are teacher classroom management tools and as such will be conducted by specific classroom teachers. At this time there is NO common detention period or classroom.
  11. ISS In School Suspensions are tools used by the administration to help deter inappropriate student behavior. As such the consequence of sending a student to ISS is an administrative action, and can only be assigned by an administrator or administrator designee.
    - a. When ISS consequences are placed on a student, the teachers will be notified via email. It will then be the responsibility of the classroom teacher to provide adequate work materials to keep the working on subject matter during what would be your class period. Students with insufficient work materials may be returned to the classroom.
    - b. Students without work to do frequently are discipline problems for the ISS director. If they are not acting out, they are sleeping. Students who have not been provided with adequate class work to do, will be sent back to the class. Students will be expected to complete the work in order to receive a grade for the time spent in ISS.

## **Student Travel**

The administration must approve any trips involving student travel outside the school or the school district. Three (3) working days notice **MUST** be given when you are planning an activity or athletic trip involving district transportation. Requests for funds must be made at the time the request for the transportation is made. A travel list of students must be given to the front office at this time. Do not wait until the last minute to make arrangements. A minimum of three days is needed, but you can do it as far in advance as you deem necessary.

Teachers may request parent volunteers or school personnel to assist during field trips in improve student safety.

Food requests have to be made at least three days in advance. This should also be noted on the travel request.

Student dress and that of chaperones should be appropriate for the activity and the anticipated weather conditions.

## **Section 12     Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. 19§71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

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

## **Section 13     Reporting Child Abuse**

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

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

Teachers should inform their Principal or Supervisor of a report being made. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

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

injury. A counselor, the school social worker or an administrator will help you.

#### **Section 14: Drills**

Fire Drills – a map showing the primary and secondary exit routes is posted in each classroom. Fire drills will be held each month, weather permitting. A generalized fire drill schedule can be found on the master schedule. Please note the schedule is subject to administrative change.

Other Drills – bus safety, crisis response, and bad weather drills will be held at the discretion of the administration. A generalized tornado and lock down drill schedule can be found on the master schedule. Please note the schedule is subject to administrative change.

Upon hearing the appropriate alarm, the students will progress to the appropriate area in single file in an orderly and quiet manner. Students are to walk to a safe area at least 50 feet from the nearest building and remain there until the all-clear signal has been given. Everyone is to vacate the building and remain outside until you have been given the signal to return to the buildings. The bad weather drills will have students congregating in the restrooms and lockers of the main building, and the hallways of the south building.

#### **Reminders:**

- The person opening the door should check for clearance.
- The last person out should close the door and turn off the lights
- Teachers should only leave after all students have left the classroom
- Teachers should take roll and see that all students are accounted for
- Make sure the students remain orderly
- Know where the fire extinguishers are located and familiarize yourself with them

#### **Section 15: Dakota Flag Song / Pledge of Allegiance**

By Nebraska School Law, every student will be given instruction in the proper care and respect for the United States of America and Nebraska State flags. The Pledge of Allegiance is required to start the day along with a Santee honoring. These procedures will take place immediately after morning announcement, at this time all Pk-8 students and teachers are required to be in the multipurpose room and 9-12 in the high school commons. All classrooms are encouraged to display and teach proper etiquette due the United States of America and the Santee Nation.

#### **Section 16: Homework**

Homework assignments should follow these guidelines:

- Supplement not supplant regular school work
- Appropriate to grade level and student ability
- Consideration of time and resources needed to complete

- Literal, concrete, and concise instructions
- Textbooks sent home on a need only basis
- Homework is not punishment, do not use it as such

## **Section 17: Substitute Teachers**

Substitute teachers requested by classroom teachers will be sought first. When that individual is not available other suitable people will be sought. Any substitute who does not try to keep students on track with their lessons, or demonstrates inappropriate interventions with children will not be asked to substitute in the future. A substitute teacher that has a great day reflects the planning and class management of the regular teacher. Substitute teachers cannot make a good class bad, nor in most cases a bad class good. A substitute is an extension of the teaching team that works with those students on a daily basis. A teacher should supply the following information in a Substitute Teacher's Packet; which will be displayed prominently in your classroom. The info below should be updated every nine weeks or as circumstances dictate.

- Time schedule
- Seating chart
- Specific lesson plans
- Names of student helpers...designate early and reinforce often
- Emergency plans...fire drills, tornado, etc.
- Specific duties...lunch duty, morning duty
- Mentor...member of teaching team...If they need help!

## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Professional Ethics Standards**

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

#### **Section 1.1: Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards. The educator shall take special care to meet these responsibilities within the context of respect for our student population and their culture.

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

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

### **Principle I - Commitment as a Professional Educator:**

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

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

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

### **Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and

consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

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

### **Principle III - Commitment to the Public:**

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

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

Shall, with reasonable diligence, attend to the duties of his or her professional position.

### **Principle IV - Commitment to the Profession:**

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

personal integrity, dignity, and mutual respect.

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

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

### **Principle V - Commitment to Professional Employment Practices:**

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

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

## **Section 2      Evaluations**

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

Santee Community Schools will be using the Charlotte Danielson model for formal teacher evaluations. In addition to the formal evaluations teachers will be informally evaluated multiple times during the school year, giving the teacher and administrator a "snapshot" of how the education is developing.

## **Section 3      Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner. Since teacher's primary responsibility during the workday is to Santee students, teachers may not have their own children here at school during working hours unless administrative approved. Parents

need to be supervising their family member in accordance to the Santee Code of Conduct. Family members are welcome to attend activities and other functions where the teacher is not on duty.

#### **Section 4      Relationships**

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

#### **Section 5      Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. Blue jeans may only be worn on days designated by administration and may only be worn with Santee apparel.

#### **Section 6      Private Tutoring**

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

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

#### **Section 7      Outside Employment**

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

#### **Section 8      Counseling and Advisement**

Students need opportunities to discuss, plan, and assess their long-range goals. They will participate in Career Days, School-to-Work programs, and career planning exercises. But, there will be times that a student wishes to discuss their current problems or future aspirations with individual teachers, counselors, and other member so the teaching team. Please make yourself available whenever possible for these conferences. **You do make a difference!** There will be times when these conferences may lead to referral for outside help...you do what you think you need to do as a professional to help the student.

## **Article 6 – ACADEMIC MATTERS**

### **Section 1 Purpose and Goals of Academic Achievement**

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

### **Section 2 Teaching to Student Understanding to Assure Learning**

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

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

### **Section 3 Instruction in the Curriculum**

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

### **Section 4 Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the

school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week, that are something in addition to participation grades. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

**Recording Grades.** Each teacher shall record grades in the Goedustar gradebook. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Every three weeks a progress report will be sent to the parents. However, progress reports can be run at any time and it is for this reason that grade books need to be kept current with student progress. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

**Communicating below average and failing grades with parents/guardians.** It is the responsibility of the teacher to make the first contact home with the parent of any student who is failing or endanger of failing a class. Guidelines for parent contact about student's grades are anytime a student has a "D" or "F" in the class. These communications are expected to happen on a weekly basis.

#### **Section 4.1: Grade Scales**

Santee Community School will use the letter grading system as follows in grades 7-12:

A	93-100	Excellent
B	85-92	Good
C	77-84	Satisfactory
D	70-76	Needs Improvement
F	Below 70	NO Credit Earned

Each teacher should define for students and parents/guardians the grading procedures to be used in their classes.

#### **Section 4.2: Guidelines:**

1. No other grade scales are to be used on official records or reports.
2. Failing, "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status.
4. Teachers may exercise professional judgment in distributing marks. Grades are not expected to be distributed on a normal curve.

#### **Section 4.3: Reconsideration of Grades/Marks**

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

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

#### **Section 4.4: Transfer Grades.**

A student transferring into Santee Community School will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

#### **Section 4.5: Reports to Parents.**

Grades and credit are assigned on a quarter (9 weeks) and semester basis (18 weeks) respectively. Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, second quarter, first semester, third quarter, fourth quarter, and second semester. Santee Community School will only recognize quarter credits if a student has been assigned a quarter credit from a previous institution. Santee Community School does not assign quarter credits for any course.

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

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

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

Please accept, cooperatively and professionally, the responses that parents may make

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

#### **Section 4.6     Portfolios.**

Portfolios are to be created for any new student by the teacher whose class they enter. The information to be added by teacher checkout day is a check off sheet of all assessments completed and the student's placement (i.e. beginning, progressing, proficient, advanced). In addition, at least one sample of the student's advanced work in the discipline the teacher is responsible for (i.e. language arts, science, math, social studies). The sample of course must be connected to the assessment of the standards for the discipline.

The teachers responsible for assessing the students will meet before teacher check out day and assemble the portfolios. The portfolios will either be sent on to the next classroom teacher, or in the case of 7-12 students, the portfolios will be kept in the math room.

#### **Section 5       Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held twice during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

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

#### **Section 6       Fees and Charges**

All children of school age are entitled to a free and appropriate education. The students that attend the Santee Community School must reside with a parent/guardian who lives in the school district, or attend under the Option Enrollment laws of the State of Nebraska. If a student chooses to option in or option out of the Santee Community Schools the appropriate paperwork must be approved before the March of the option school year.

Fines will be assessed to recover the actual cost of textbooks, workbooks, library items, school furnishings, and the like that are damaged, destroyed, or lost through the negligence of the student.

Authorized sale of merchandise through school stores, vending machines, cafeteria, and other means shall be on a **non-profit** basis. The Superintendent must approve any advertisements, sale bills, or posters for profit.

Organized student body associations may establish activity fees for particular events and programs. Such fees are to be reasonable and just.

**NO STUDENT ATTENDING SANTEE COMMUNITY SCHOOL WILL BE EXCLUDED FROM ANY SCHOOL ACTIVITY OR FUNCTION DUE TO HER/HIS INABILITY TO COME UP WITH THE REQUIRED FEES!**

Staff members are encouraged to make themselves aware of such situations and discuss them with the Superintendent.

**Section 7 Special Education**

Referrals to the Special Education program have to follow procedures established under Rule 51 of Title 92 of the Rules and Regulations of the Nebraska Department of Education. Rule 51 meets the requirements of PL 94-142 that requires all schools in the nation to meet the needs of students with special needs. The program designed in the Santee Community School is intended to address those special needs, assuring that they receive instruction that; neither segregates them needlessly, places unnecessary restriction on their learning, nor places them in an environment where there learning can not be facilitated. Santee Community School embraces the “Cascade of Services” approach to serving those students with special needs. This approach involves placing the student in the “Least Restrictive” learning environment.

The following steps are to be followed when identifying a student with special needs:

- .01 Determine there is a problem and identify what the problem is.
- .02 Contact parents and discuss the problem.
- .03 Ask for a Student Assistance Team (SAT)
- .04 Evaluate and implement the SAT recommendations.
- .05 Refer for psychological/learning tests to be administered.
- .06 Assemble a multidisciplinary team to evaluate the testing results.
- .07 Assign an Individual Education Plan manager and assemble an IEP team.

**Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

**Drug and Alcohol Use: Staff and Board (4009)**

**I. A Drug & Alcohol Free Workplace.**

**A. Introduction.** The Board has adopted a ZERO TOLERANCE POLICY for students. The Board believes that School Employees need to serve as role models for students. As a result, the School hereby implements a ZERO TOLERANCE POLICY for Santee Employees for illegal drugs and alcohol when on School property, or while attending School sponsored events.

## **II. Maintaining a Drug and Alcohol Free Workplace.**

**A. Prohibition.** The manufacture, distribution, possession, or use of a controlled substance, alcoholic beverage, or look-alike on School property, or at School sponsored events, is strictly prohibited.

**B. Violation.** Any School Employee violating this Policy will be subject to disciplinary action up to, and including, termination of employment. Referral to law enforcement authorities is also a potential consequence.

**C. Authorized Use.** If the legal use of authorized prescription drugs may impair job ability or performance, the Employee must notify his/her Supervisor. Failure to notify will result in disciplinary action.

**D. Policy Notification and Recordkeeping.** To institute this Policy, the following will take place:

1. The School will notify all Employees of this Policy.
2. Employees will sign and date an acknowledgment that they will comply with this Policy.
3. The signed acknowledgment will be maintained in the School's Records (an electronic signature is sufficient).

**E. Obtaining Help.** Employees who believe that they have a drug or alcohol problem are encouraged to seek help. The School and the Board will support those seeking help, and will maintain the seeker's confidentiality provided it does not impair the School's educational process.

## **III. Awareness and Education Program.**

The School's Drug and Alcohol Awareness Program includes:

A definition of drug Abuse: Information on specific drugs, including their adverse effect; The dangers created by drug abuse in the workplace; The School's ZERO TOLERANCE POLICY on drug and alcohol use on School property and at School sponsored events; The availability of counseling, rehabilitation, and treatment services; Disciplinary actions and penalties which may be imposed for violations of the School's Policy; and Training for identifying signs of drug or alcohol abuse.

## **IV. Investigation & Testing.**

**A. Testing of Board Members.** Board Members will be tested for drugs and alcohol 2 times per year during the School Year. The test dates will be selected by the Superintendent; the test dates will be selected randomly. The testing will be conducted at the Santee Health Center. A positive result will be shared with the Board only, and the Board Member will be asked to resign. If the Board Member refuses to resign, the Board will take disciplinary action.

**B. Testing of Employees.**

1. **Superintendent.** The Superintendent will be tested for drugs and alcohol 2 times per year during the School Year. The test dates will fall on Contract days. The test dates will be selected by the Board President; the test dates will be selected randomly. The testing will be conducted at the Santee Health Center.

2. **All Remaining Staff.** All other Santee Employees will be tested for drugs and alcohol 2 times per year during the School Year. The test dates will fall on Contract days. The test dates will be selected by the Superintendent; the test dates will be selected randomly. The testing will be conducted at the Santee Health Center.

C. **Employees Suspected of Violation.** An Employee suspected of violating this Policy will be interviewed by his/her Supervisor as soon as practicable. If practicable, the Supervisor should request a second Staff Member be present.

If reasonable cause exists, Employees:

1. May be tested; and
2. The Employee may be suspended, with pay, from his/her duties pending further investigation.

D. **Reasonable Cause Defined.** Employees will be subject to drug and/or alcohol testing when there is reasonable cause to believe that the Employee is under the influence of drugs or alcohol at work or on duty. Reasonable cause includes:

1. Observable signs of intoxication, such as bloodshot eyes, slurred speech, or unsteady movement;
2. Credible information received from a reliable person with first-hand knowledge.

E. **Drivers.** All drivers (including volunteers) will be required to submit to drug and alcohol testing. This will include testing at the following times:

1. Pre-employment;
2. Reasonable suspicion of drug or alcohol use;
3. Random testing;
4. Post-accident; and
5. Return-to-duty testing.

**F. "Safety-Sensitive" Positions Testing.**

1. **Mandatory Testing.** Job offers to Applicants for positions identified as "safety-sensitive" will be conditioned on a negative test result of the Applicant's urine, breath, or blood.

- a. A positive drug test requires that the offer of employment be withdrawn.
- b. Refusal to submit to a drug test will be considered as a withdrawal of the Applicant's Job Application.

2. **Position Identification.** The School will identify those employment positions that are "safety-sensitive". Generally, any position that requires the following duties will be considered "safety-sensitive:"

- a. Direct medical care to students;
- b. Transporting any student by vehicle;

- - or - -

c. Using machinery, tools, chemicals, substances, or devices which possess the potential to cause serious physical harm to the operator or others.

The Superintendent will be initially responsible for determining what employment positions are "safety-sensitive". The Board reserves the right to make the final determination.

3. **Notice.** Applicants for "safety-sensitive" positions will be notified in advance that their position is conditioned on passing a drug test.

- a. Applicants will be informed if they fail a drug test.
- b. Staff Members who permit an Applicant to begin work before notification of a negative drug test will be subject to disciplinary action.

4. All drug testing will be conducted in accordance with this Policy.

**E. Refusal to Submit; Positive Test Result.**

1. **Employees.** An Employee who refuses to submit to testing, or who tests positive for drugs or alcohol, will be subject to disciplinary action and referral to law enforcement. The following will serve as Mandatory Guidelines. The Guidelines will be followed unless exceptional extenuating circumstances exist:

a. **First Offense.** The Employee will be issued a written reprimand, and will be subject to:

**Minimum:** Suspension with pay: 5 days.

**Maximum:** Termination of employment.

**Mandatory:** If the Employee is not terminated, the Employee must be referred to an assistance or rehabilitation program.

b. **Second Offense.** Termination of employment.

**V. Reporting Criminal Drug Convictions.**

A. **Criminal Drug Conviction Notification.** Employees must notify the Superintendent, in writing, of any criminal drug conviction for a violation occurring on School property, or at a School sponsored event, within 5 days of the Employee's conviction. If it involves the Superintendent, the Superintendent will notify the Board Secretary.

B. **Notification to Federal Agencies.** The School will comply with all reporting

requirements involving drug convictions.

C. **Disciplinary Action Deadline.** After notice from the Employee of a conviction, the School will have 30 days to initiate disciplinary action.

## VI. **Reporting Criminal Alcohol Convictions.**

A. **Criminal Alcohol Conviction Notification.** If an Employee is convicted of any crime relating to the distribution of alcohol to minors, then the Employee must notify the School, in writing, within 5 business days of the conviction. If the conviction involves the Superintendent, the Superintendent will notify the Board Secretary.

## VII. **Disciplinary Action.**

A. **Administrative Authorization.** The Administration may adopt Rules and forms necessary to implement this Policy, including forms necessary or desirable to keep a record of incidents involving drugs and alcohol.

B. **Initial Determination; Right to Appeal.** The Superintendent will make the initial determination of an Employee's discipline unless the action requires proceedings involving a permanent Employee whose Contract is affected by the School's action, or if the Superintendent is the offender. The Employee whose Contract is not affected by the Superintendent's decision may appeal the Superintendent's decision by filing a written Appeal with the Board Secretary within 5 business days of the Superintendent's decision. The Board may impose a lesser or alternative penalty if it is deemed that a lesser or alternative disposition benefits the School.

C. **Employee Assistance.** The School may require that the Employee satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program in order to return to work. If that happens, the following applies:

### D. **Employee Drug Violations.**

1. **Operating a Motor Vehicle.** If an Employee operates a motor vehicle in the course of his/her employment duties, or attempts to operate a motor vehicle while under the influence of prohibited drugs, law enforcement officials will be immediately notified.

## VIII. **Testing.**

1. A. **Drug & Alcohol Testing.** A drug or alcohol test used to deny employment, or which is to be used in any disciplinary or administrative action, will be subject to the following requirements:

A positive finding of drugs by a preliminary screening must be subsequently confirmed by gas chromatography-mass spectrometry, or other approved scientific testing

technique.

2. A positive finding of alcohol by a preliminary screening must be subsequently confirmed by either:
  - a. Gas chromatography with flame ionization detector or other approved scientific testing technique;
  - b. A breath-testing device operated by a breath-testing-operator.
  - c. An Employee may immediately request further testing of any breath-testing results by a blood sample if the Employee voluntarily submits to a blood sample test taken by qualified medical personnel in accordance with the Rules and Regulations of the Nebraska Department of Health and Human Services. If the confirmatory blood test results do not confirm a violation of this Policy, any disciplinary action or administrative action will be rescinded, and no further action taken.
3. Breath test devices will only be administered by School personnel who are properly trained. The devices will be tested for accuracy, and calibrated as necessary, pursuant to the Nebraska Department of Motor Vehicles Guidelines.
4. Except for a breath test as provided in (2)(b) above, all confirmatory tests will be performed by a clinic, hospital, or laboratory which is certified pursuant to the federal Clinical Laboratories Improvement Act of 1967.
5. The opportunity or requirement to participate in the assistance or program will be at the Employee's cost.
6. Conditions for continuing employment may also include:
  - a. A stated period of sobriety following discharge from a program
  - b. Participation in recovery programs;
  - c. Job reassignment;
  - d. Periodic testing; or
  - e. Professional Evaluations.
7. If an Employee fails to fully comply with, or complete, the assistance or rehabilitation program, the Employee will be terminated.

## **IX. Definitions.**

### **A. Drugs and Controlled Substances.** Any substance defined by:

1. Neb. Rev. Stat. § 28-401; and
2. Schedules I through V of Chapter 202 of the Comprehensive Drug Abuse Prevention and Control Act, 21 U.S.C. § 812.

This includes "uppers," "downers," barbiturates, amphetamines, methamphetamines, LSD, heroin, hallucinogens, marijuana, and/or cocaine.

a. **Exception.** Prescription drugs used in accordance with the directions of a licensed physician.

**B. Alcohol and Alcoholic Beverages.**

1. Any substance subject to the jurisdiction of the Nebraska Liquor Control Commission; and
2. The beverages and alcoholic liquors defined in the Nebraska Liquor Control Act (Neb. Rev. Stat. § 53-103).

**C. Look-alike Controlled Substances.** Any substance which is not a controlled substance, but which by its appearance (including color, shape, size, markings, or packaging) or by representations made, induce, or are intended to induce, persons to believe that the substance is a controlled substance.

**D. Look-alike Alcohol.** Any beverage containing alcohol or beverage that is represented to contain alcohol.

**E. Conviction.** A finding of guilt, an imposition of sentence, or both, by a Court of Law.

**F. Criminal Drug Statute.** A criminal statute involving manufacture, distribution, dispensation, use or possession of a controlled substance.

**G. Drug-Free Workplace.** A site of an entity for the performance of work done in connection with a specific federal contract or grant; and, at which Employees of the entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

**H. Possession.** When a controlled substance, drug paraphernalia, alcoholic beverage, or look-alike prohibited under this Policy is on an Employee's person, in his/her personal property, within School property assigned to him/her, or under his/her control, while on School property or at a School sponsored event.

**I. Use.** Where there is reasonable suspicion to believe an Employee has used a controlled substance, drug paraphernalia, alcoholic beverage, or look-alike prohibited under this Policy, or is under the influence of the same, while on School property or in attendance at a School sponsored event. Evidence to take into consideration may be:

1. Odor of drugs or alcohol.
2. Glassy eyes.
3. Slurred speech.

4. Abnormal physical mobility or difficulty with balance.
5. Rapid mood swings.
6. Difficulty orienting.
7. Testimony of reliable witnesses.

**J. Under the Influence/Intoxication.** The Employee is impaired and/or affected by drugs or alcohol in a detectable manner.

**K. Distribution.** The sale, transfer, handling, transmitting, administering, or giving of a controlled substance, drug paraphernalia, alcoholic beverage, or look-alike prohibited under this Policy, with or without an exchange of money or other valuables.

## **Section 2      Smoke and Tobacco-Free Workplace**

The use of tobacco products in the District's buildings and on school grounds all owned (excluding Teacherage housing) or leased facilities and vehicles are prohibited. No smoking is permitted anywhere on school property including the parking lot.

## **Section 3      Weapon-Free Workplace**

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

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

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

- agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
  - j. Any other object that is designed for or intended for use as a destructive or injurious device.

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

#### **Section 4      Use of District Computer Network and Internet**

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

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

A fee of \$10 will be collected each year from each staff member to cover any internet usage fees which may be incurred when staff members access the internet during appropriate breaks and times for personal use.

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

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

member and has permission from the administration.

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

## **Section 5      Limited Personal Internet Usage Policy**

Purpose: The purpose of this Administrative Regulation is to find a practical solution to the issue of personal use of school computers. As the staff has become more and more computer literate, and as the communication within today's culture is more and more computer based, it is very impractical to have a zero tolerance policy for the use of school computers for personal communication. Just as we do not expect a zero tolerance policy for the use of the school telephone, we should rethink the expectation for the use of the school owned computer. Some limited use of the school computer for personal communication by staff is appropriate and practical in today's culture.

## **Section 6      Use of Library**

The Santee Community School Library is open to all classes throughout the year. It's important that the library be a joint teaching team effort. The Librarian has supervisor responsibility for the Library/Media resources. Please schedule class time in the Library with the Librarian. The Public is welcome to use the library after school hours or at times when classes are not using those resources.

## **Section 7      Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

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

## **Section 8      Use of School Bus or Van Transportation**

The Request for Bus Transportation form must be used for all transportation requests. It requires a minimum of three (3) days advance notice to be processed. A **Student Travel List** must accompany the Request for Bus Transportation. Please include what you feel would be the most

appropriate vehicle for the trip planned. Bus drivers will be assigned based on availability.

All transportation requests must be accompanied by a trip itinerary. The itinerary, although proposed, will serve as a guide for activity during travel. Deviation from the itinerary (which is not mandated by an emergency situation) must be approved by the Superintendent or the Principal, in ability to contact an administrator will be considered as a refusal for deviation from the itinerary.

Deviation from the itinerary is subject to disciplinary action.

## **Section 9      Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the maintenance supervisor. If within two weeks the request has not been addressed, inform the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

## **Section 10      Food Service**

Community members and parents are encouraged to eat with our students and staff, but only during the breakfast or lunch periods. All people eating a school breakfast or lunch are expected to pay, except school board members. If a staff member believes there is reason to waive the cost, arrangements must be made through the Superintendent and the waiver issued by the Business Manager. Meal tickets are available for \$29.50 for ten meals, or you may purchase one meal for \$3.00. Tickets should be purchased before going through the lunch line. **NO CHARGING!** Three (3) bounced checks will result in staff members not being allowed to pay by check.

## **Section 11      Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges that are for personal use. Personal calls will not be accepted, unless it is an emergency. Front office personnel will not interrupt class. Messages will be placed in mailboxes or forwarded to voice mailboxes. No calls from business' soliciting, collecting, or wanting information will be accepted. Students will be allowed to use the telephone in emergency situations, and with the approval of the administrator.

## **Section 12      Parking**

Parking will be allowed in marked parking stalls to the East and South sides of the building only. Do not park in reserved handicapped parking stalls. Do not block the fire hydrant. There will be no staff parking on the North side of the school. This is reserved strictly for visitor, bus and

school van parking.

### **Section 13      Visitors**

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property, which includes checking in at the front desk, and properly wearing a visitor's tag. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

### **Section 14      Salespersons**

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

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

### **Section 15      Security of Desks and Lockers**

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

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

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

### **Section 16      Video Surveillance**

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

appropriate by the Superintendent.

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

## **Section 17     Bulletins and Announcements**

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

## **Section 18     Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

## **Section 19    Lost and Found**

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

## **Section 20        Safety**

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

### **Section 20.1    Safety Practices**

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

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

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

### **Section 20.2    Use of Personal Vehicles**

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency

evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

### **Section 20.3 Accidents**

Every accident that results in a personal injury must be reported to the Business Manager on the same day the accident occurred. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

It is expected that a teacher will make a cursory judgment as to the nature of a student's accident or illness. **NEVER MOVE A CHILD IF THERE IS ANY DOUBT ABOUT THE EXTENT OF THE INJURY OR ILLNESS! WHENEVER POSSIBLE PARENTS WILL BE CONTACTED IMMEDIATELY WHEN A CHILD IS SICK OR INJURED.**

### **Section 20.4 Workers Compensation**

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork. The Workmen's Compensation Accident Report forms are available from the Business Manager. The insurance carrier must receive them within 48 hours, if at all possible. Whenever any accident occurs an employee has the right to medical attention immediately, make sure your immediate supervisor is notified.

## **Article 8 – STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

The Santee Community School does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in

Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights  
8930 Ward Parkway Suite 2037  
Kansas City, MO 64114  
816-268-0550

The U.S. Equal Employment Opportunity Commission (EEOC)  
1801 L Street, N.W. Washington, D.C. 20507  
(800) 669-4000; TDD: (800) 669-6820  
FAX: 816-823-1404; TDD: 800-437-0833

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

## **Section 2      Designation of Coordinators**

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Santee Community School, 206 Frazier Ave. East, Niobrara, NE 68760 (402) 857-2741.

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

Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
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### **Section 3 Anti-discrimination & Harassment Policy**

#### Elimination of Discrimination

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

#### Preventing Harassment and Discrimination

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

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

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

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

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

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis

for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;

- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### **Section 3.1: Complaint and Grievance Procedures**

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

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

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

### **Section 4 Grievance Procedure for Persons with a Disability**

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

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to

- contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
  4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
  5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

## **Section 5      Confidentiality of Student Records (FERPA)**

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

## **Section 6      Disclosure of Student Information to Military Recruiters and Colleges**

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

## **Section 7      Disclosure of Staff Qualifications**

The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the State of Nebraska.

## **Section 8      Student Privacy Protection**

Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions:

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

## **Section 9:      Parental Involvement**

### General - Parental/Community Involvement in Schools

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

1. Provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs
2. Make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child's records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

#### Title I Parental Involvement

The District has a separate policy relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

#### **Section 10 Homeless Students**

Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

#### **Section 11 Breakfast and Lunch Programs**

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

## **Section 12      Confidentiality of Protected Health Information**

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

## **Section 13      Multicultural Philosophy Statement and Activities**

Santee Community Schools provides culturally responsive educational opportunities to explore and investigate different cultures in order to promote and strengthen global, cultural, and individual consciousness.

### Goals:

- Creating a safe, accepting, and successful learning environment for all
- Increasing awareness of global issues
- Strengthening cultural consciousness
- Strengthening intercultural awareness
- Teaching students that there are multiple historical perspectives
- Encouraging critical thinking
- Preventing prejudice and discrimination

### School Assessment:

**Every level and content area will include some sort of multicultural exploration that is either contemporary or historical. Every PK-12 class must create at least one visual project per year documenting their cultural exploration. These projects will be proudly displayed in the school. Some possible examples of visuals are posters, flipbooks, cookbooks, video recordings, collages, pictures, and drawings. Feel free to get creative and collaborate with other classes.**

### Resources/Lesson Ideas:

National Association of Multicultural Education <https://nameorg.org/>  
Diversity Council <https://www.diversitycouncil.org/teacher-resources>  
Teaching Tolerance <https://www.tolerance.org/>  
University of West Florida <https://libguides.uwf.edu/c.php?g=215172&p=1419835>  
<https://www.scholastic.com/teachers/lesson-plans/teaching-content/multiculturalism-and-diversity/>  
Multicultural Math <http://www.nea.org/tools/lessons/47756.htm>  
Multicultural Books for Children <http://www.nea.org/grants/50-multicultural-books.html>  
Songs <https://www.songsforteaching.com/diversitymulticulturalism.htm>  
Culturally Responsive Practice in the Music Classroom <https://nafme.org/culturally-responsive-practice-in-the-music-classroom/>  
Alaska Native Knowledge Network Science <http://ankn.uaf.edu/curriculum/units/index.html>  
<http://www.readwritethink.org/classroom-resources/calendar-activities/hispanic-heritage-month-begins-20293.html>  
List of resources <http://www.eds-resources.com/edmulticult.htm>  
The National Museum of African American History and Culture <https://nmaahc.si.edu/learn/educators>  
The Smithsonian Museum <https://www.si.edu/>  
The National Museum of the American Indian <https://americanindian.si.edu/nk360/about.cshtml>

PBS Asian American resources <https://www.pbs.org/ancestorsintheamericas/aahistorysites.html>  
Asian Pacific Heritage <https://asianpacificheritage.gov/for-teachers/>  
<https://www.scholastic.com/teachers/collections/teaching-content/native-american-heritage-0/>  
Library of Congress <http://www.loc.gov/teachers/classroommaterials/lessons/>  
Circle of Stories <http://www.pbs.org/circleofstories/educators/>  
<https://www.pbs.org/opb/historydetectives/educators/lessonplan/african-american-history-activity-pack/>  
<https://www.cultofpedagogy.com/culturally-responsive-teaching-strategies/>

### Classroom Physical Environment Expectations

The classroom physical environment is the responsibility of the individual teacher. The classroom environment should be a reflection of the teachers own teaching styles and interests. In addition the classroom should reflect the particular educational discipline area, and must be culturally sensitive.

Display expectations:

- Each classroom should be equipped with at least one bulletin. (If a bulletin board is not available, please place a request for one) It is an expectation that the bulletin board will be changed at least once per semester.
- Individual classroom rules will be prominently displayed for each student to observe.
- Lights in the classroom are to remain “ON” at all times when students are present in the classroom, except when specific needs are required to have the lights off, i.e., use of video equipment.
- Windows located at the doorway entrance are to remain “uncovered” and must have a clear view into the classroom. No curtains, posters or anything that would obscure vision into the room.
- Instructor's name sign will be placed at the entrance to the room, please make sure this remains in place. Additionally, the instructor's daily schedule needs to be posted at the entrance of the classroom.
- A substitute teacher folder will be placed in a prominent location, with all

required materials in the folder, updated and ready in the event a substituted is unexpectedly required. (See Subfolder Requirements)

- Restroom/Hall pass will be prominently located by the entryway, where each student leaving the classroom during the period will be required to have the pass in his or her possession.

## **DUTIES AND RESPONSIBILITIES**

### **Hours of Work**

#### **Teachers generalized work schedule:**

- Upon arriving at the school, teachers are required to enter the building through the front, north, main entry, or if parking in the rear of the school through the south door. Upon entering the school, teachers are required to check in at the front desk. This is a computerized system and the teachers can either check in with the key FOB or manually by using the display screen.
- Passing period. Passing period is an important observation period for teachers. Once the bell rings and students are dismissed from class, teachers are expected to be the last person out of the classroom. Teachers should take on a position that puts them at their doorway, so they can observe the hallway immediately outside their room, and still able to greet each student as they enter their classroom. (Unless assigned to a specific location other than the doorway, i.e., the commons.)
- Planning periods, each teacher will receive a planning period each day. Teachers are expected to be in their classrooms during their planning time. The expectations are that teachers are utilizing this time for lesson plans and classroom preparations. If a teacher needs to leave the building during their planning period they may do this with the approval of the building Principal, and requires them to check out and back in at the front desk.
- Teachers are encouraged to accept opportunities to support other teachers and serve as a substituted during planning times if they are needed, with Santee having difficulties securing sub's it is imperative that we can cover within as much as possible to allow teachers to have opportunities to have leave. If a teacher utilizes their planning period to substitute they will be compensated for their time.
- Closing day processes. The teaching day concludes at 4:00 p.m. However, professional discretion is expected. Professional staff is expected to conclude with all assignments and responsibilities prior to departing for the day. Once a teacher is ready to leave, it is the teacher's responsibility to secure the room for the night. This includes making sure all lights are off, doors leading to the outside (if applicable) are latched and windows are closed and locked. The janitorial staff each night after the cleaning process is complete will lock the room door. Please note that it is the sole responsibility of the classroom teacher to secure the room. If security finds open windows or external door open, the teacher will be contacted and required to come secure their building responsibility. Please make sure that in your sub plans, these issues are addressed for the substitute to maintain.

Please refer to board approved Teacher handbook for 2019-2020 school year if you have any

questions, or schedule a meeting with your building principal.