**STAFF HANDBOOK**

**2017-2018**

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##### INTRODUCTION

 This handbook provides information to staff members of South Central Nebraska Unified System # 5. It is designed to provide employees with practical information about the daily operation of the schools in the unified district. It contains building and district directories, safety and emergency information as well as district policies and procedures. Each person employed by the district should carefully review this handbook. The administration and the unified board continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

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

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

##### NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

 The South Central Nebraska Unified System # 5 does not discriminate on the basis of race, color, national origin, creed, age, marital status, gender or disabilities in admission or access to or treatment or employment in its educational programs and activities and provides equal access to the Boy Scouts and other designated youth groups, as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, the American Disabilities Act of 1990, the Nebraska Equal Opportunity in Education Act, and U.S. Department of Agriculture. If you have any special needs or requests that would assist you in participating in services, programs, and activities in the school district please contact Superintendent, Dr. Randall Gilson, South Central Nebraska Unified School District # 5, 30671 Highway 14, Fairfield Nebraska, 68938, telephone (402) 726-2151.

 Any person who believes he or she has been discriminated against, denied, or been excluded from participation in any district education program or activity on any basis listed above may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Contact Person: Dr. Randall Gilson, Superintendent, South Central Nebraska Unified School District #5, 30671 Highway 14, Fairfield, Nebraska, 68938, Telephone (402) 726-2151. To file a complaint of discrimination with the National School Lunch Program and School Breakfast Program, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302, or by telephone at (816) 268-0550, regarding compliance with regulations implementing Title VI, Title IX, or Section 504.

ANTIDISCRIMINATION EN PROGRAMAS Y ACTIVIDADES DE LA EDUCACIÓN

El Districto Unificado Nebraska Central Del Sur #5 no discrimina en base

de la raza, nacionalidad, credo, edad, estado civil, sexo o los

discapacidades en la admisión o acceso a o tratamiento o empleo en sus

programas y actividades del educatinal, según los requisitos de títulos VI

un VII o las 1964 derechas civiles actúan, Título IX de las enmiendas 1972

de la educación, el acto federal de la rehabilitación de 1973, el acto

americano de las inhabilidades de 1990, la oportunidad igual de Nebraska

en el Acto de Educación y Ministerio de Agricultura de ESTADOS UNIDOS. Si

usted tiene cualesquiera necesidades o peticiones especiales que le

asistieran en participar en servicios, los programas, y las actividades en

el districto de la escuela entran en contacto con por favor a

superintendente Dr. Randall Gilson, El Districto Unificado Nebraska Central Del

Sur # 5, 30671 Highway 14, Fairfield Nebraska, 68938, el teléfono (402)

726-2151.

Cualquier persona que crea que lo o la han discriminado contra, negada, o

excluida de la participación en cualquier programa de la educación del

districto o actividad en base de la raza, del origen nacional, del credo,

de la edad, del estado civil, del sexo o de la inhabilidad puede afligirse

tales materias usando los procedimientos adoptados del agravio de este

districto. Tales procedimientos preverán la resolución pronto y equitativa

de las quejas que alegan actos de la discriminación. Persona del

contacto: a superintendente Randall Gilson, Districto Unificado Nebraska

Central Del Sur # 5, 30671 Highway 14, Fairfield Nebraska, 68938, el

teléfono (402) 726-2151. Para archivar unaqueja de la antidiscriminatin con el programa nacional del almuerzo de escuela y el programa del desayuno de la escuela, escriba : USDA, director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, o llame (800) 795-3472 (voz) o (202) 720-6382 (equipo teleescritor). El USDA es abastecedor y patrón de la oportunidad igual.

La dirección y número telefónico del Districto Unificado Nebraska Central

Del Sur #3 es la siguiente:

South Central Nebraska Unified System #5

Attn: Superintendent Dr. Randall Gilson

30671 Highway 14

Fairfield, NE 68938

Tele: (402) 726-2151

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child’s classroom teachers. The District designates the following information as “directory information” and will give parents/guardians such information upon request:

* Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
* Whether the teacher is teaching under an emergency or provisional teaching certificate.
* The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
* Whether the parent/guardian’s child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCL

**POLICIES AND PROCEDURES REGARDING ALL STAFF**

1. **Board Policies**

The South Central Nebraska Unified System #5 Board of Education has adopted policies that govern the operation of the school district. A complete policy manual is placed in each building of the unified school district. Staff should consult with their building principal about the location of the manual in individual buildings. These manuals will be updated as the board adopts new policies or modifies existing policies.

The policy manual contains nine articles. In particular, Article 4 deals with policies that affect personnel.

1. **Accidents and Injuries**

Employees must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form, which is available from the office secretary.

1. **Agents, Salesmen, and other Representatives**

All business representatives calling on school personnel about school matters must obtain permission of the superintendent or building principal before conferring with an employee. Staff members must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

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

1. **Purchase Orders and Supplies**

All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

1. **Official Records and Reports**

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

1. **Expenses**

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

1. **Salary Payments**

Staff members will be paid on the 15th of each month. The district provides direct deposit of staff paychecks to designated financial institutions. Employees who wish to activate direct deposit, or make changes to their direct deposits should contact the unified district office.

1. **Copyright and Fair Use**



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

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

**10. Activity Tickets**

All staff, spouses and their school-age children are admitted

to home games free of charge. Activity tickets will be issued to

staff through the building offices.

1. **School Buildings and Equipment**

School property is not to be lent to individuals except by permission of the superintendent.

Employees or groups who wish to use school facilities should make requests to the principal as early as possible so that they may be placed on the school calendar.

Employees must inform the building principal of any school property that needs repair. Matters regarding to custodial service in the building should be handled through the principal's office.

1. **Purchasing**

All requisitions for books and school supplies must be filed with the building principal for approval. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required, and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned.

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

**Professional Development Meals:**

Meals are considered part of the daily stipend rate, so they will not be reimbursed unless there is an overnight stay. Only evening meals will be reimbursed during overnight stay. Upon return, a Payment Form must be completed with any itemized receipts attached and turn it into the office.

**Conference and State Tournament Events:**

Activity Trips for conferences and/or State Tournament events must be approved by an administrator before the event.

**Activity Meals:**

**State Tournament**:

When a team or individual qualifies for the State Tournament, money will be prorated out for each individual player, coach and bus driver as follows:

* $5.00 – Breakfast; $10.00 – Dinner; $10.00 – Supper for a total of $25.00 per day

The above money will be given in cash only when a team/individual qualifies for a NSAA State event. In order to obtain this cash, the sponsor/coach must complete a Payment Form with names and amounts listed, two days prior to the event.

\*Attendance of a student who does not qualify or is not an alternate, will need approved in advance by Administration. These student expenses will not be provided by the District.

\*If the AD or coach wishes to attend a State tournament when their team has not qualified, the District will allow this individual to attend one day of the State Tournament as Professional Development; however, for additional days Vacation/Personal leave must be used. No meal money will be provided or reimbursed for these situations.

 **Activity - Coaches Clinics and/or Conferences:**

If the AD/coaches are attending a conference or clinic, this is considered Professional Development, therefore would fall under the same rules as Professional Development Meals.

Day conferences will not have meals reimbursed. Only evening meals will be reimbursed if you need to stay overnight. Upon return, you must complete a Payment Form with any itemized receipts attached and turn it into the office. Meal receipts must be retained and turned into the office for reimbursement and no alcoholic beverage will be reimbursed.

***TRAVEL:***

* AD/Coaches should use school vehicles to travel to clinics or conferences. If a school vehicle is not available to use, then staff will be reimbursed for use of their own vehicle if approved by the school administrator beforehand. Once you have returned, a vehicle mileage reimbursement form must be turned in immediately.
* When athletic organizations attend summer league, camps, etc. during the summer months – School vehicles may be used and gas will be provided by the District. It is the responsibility of the coach or sponsor to check a vehicle out prior and be sure to refuel this vehicle upon return.

\*\*FYI – Per our insurance policy, our auto insurance will cover transportation, but if any injury occurs outside of the vehicle, Worker’s Compensation will not cover this employee as they are off contract.

1. **Foods Program**

Staff of the unified district may take advantage of meals offered through the district’s foods program. Staff may purchase lunches from the school cafeteria for $3.25 per day. The lunch price includes one carton of milk. Extra cartons cost 35 cents.

**15. Staff Room**

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

**16. Keys**

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

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

**17. Contact Information**

Employees are required to keep the unified district informed of any change in their name, address, telephone or other contact information. Employees who need to report a change should contact the building secretary.



1. **Smoking on School Premises or at School Activities**

Smoking or other tobacco use is prohibited in all school buildings, on school property, in school vehicles and at any school-sponsored event.

1. **In-School Communication**

Everystaff member will be assigned a mailbox in the building where he or she works. Employees are expected to check their mailboxes for messages in the morning upon arrival at school, at lunchtime, and at the end of the day before departing.

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

1. **4106.00 Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff. Staff should also refer to the district’s policy on Staff and District Social Media Use.

1. **Staff Expectations in Use of the Internet**
	1. **Acceptable Use**
		1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
		2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
		3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
		4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.
	2. **Unacceptable Use**
		1. Staff shall not access obscene or pornographic material.
		2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
		3. Staff shall not use chat rooms, message boards, or instant messaging.
		4. Staff shall not use school computers or district internet access to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.
		5. The only political advocacy allowed by staff on school computers or district internet access shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity on school computers or district internet access, staff must obtain the consent of the superintendent or designee.
		6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.
2. **School Affiliated Websites**

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

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

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

1. **Enforcement**
	1. **Methods of Enforcement**

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

* + 1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district’s policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
		2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
		3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.
	1. **Any violation of school policy and rules may result in that staff member facing:**
		1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
		2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
		3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

**21. Dress**

Staff members should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Staff is generally not permitted to wear jeans unless teaching duties require it. E.g.: shop, PE, or other special assignments. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff may not wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

1. **Deduction from Salary/Wages**

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

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

1. **Sex Harassment**

It is the policy of the South Central Nebraska Unified School District #5 to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. The South Central Nebraska Unified School District #5 Board of Education clearly and unequivocally prohibits sexual harassment by and of its employees and students. Sexual harassment is a form of misconduct, which interferes with work productivity and wrongfully deprives employees of the opportunity to work, students of the opportunity to study and everyone of the opportunity to be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

 The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

 Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

(1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

 A person who feels harassed should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, superintendent of schools or Board of Education member with whom he or she feels comfortable in reporting the issue

 Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant’s employment, compensation or work assignments as an employee, or status as a student.

 Sexual harassment of one student by another student or students is addressed in a separate policy.

1. **Bullying Prohibited**

The unified district endeavors to provide students with a learning environment free of harassment or bullying. All staff members should be attentive to the indications of potential bullying by students, staff or any one else within the school community and should act in response to them. Thisresponse shall include sending an e-mail to all other building staff as soon as practical after an incident occurs so that they are aware of incidents or potential incidents of bullying, harassment, and other similar incidents of student conflict.Student Bullying Prohibited:

Students are prohibited from engaging in any form of bullying behavior while on school grounds, in school vehicles, and at school activities sponsored by South Central Nebraska Unified School District #5 or in which a School District representative is participating. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, intentionally isolate or demean, or harass any person. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior and may result in consequences up to and including expulsion.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

To further prevent bullying, students and parents are required to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior within the next four days that school is in session after the incident has occurred. The report may be written or verbal. The report may be written or verbal. School employees are required to inform the administration of all such reports. The appropriate building principal shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

**25. School Employee Election Conduct**The Board recognizes its individual employees’ rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee’s work time (including duty-free lunch period):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.
3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.

6. Representing an employee’s personal political position as the position of the school district or the board of education.

Representing an employee’s personal political position as the position of the school district or the board of education.

**26. Milk Expression**

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

**27. Use of Cell Phones**

Use of Cell Phones by Teachers:

Teachers may possess cell phones at their school site but must comply with the requirements set forth below.

Unless the principal has directed that cell phones are not to be used at a given time or location, teachers may use cell phones at any time or location in school after students have been dismissed and when they are not engaged in school meetings, so long as the use does not interfere with school-related tasks.

Use of Cell Phones by Non-Teaching Staff :

In general, non-teaching staff should refrain from using cell phones during work hours unless they have specific permission from their immediate supervisor. Non-teaching staff may use cell phones during employee breaks and lunch time in areas designated by the principal.

The superintendent or building principal may grant exceptions for specific school district-related work based upon employees’ duties and responsibilities.

**28. Electronic Communication While Driving**

1. Except as provided in subsection 2, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

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

**29. Electronic Communication**

The district supports the use of technology by staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication with students shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education (“Rule 27”). Please see the Social Media Policy For School District Employees for further explanation.

**POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

1. **Duties of Certified Staff**

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

* 1. All certified staff members are required to become acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
	2. Certified staff shall attend such education conferences as are required by law or administrative directives.
	3. All faculty members are required to attend school assemblies unless excused by the principal.
	4. Certified staff shall instruct pupils in the proper use of equipment and instructional supplies.
	5. Certified staff shall report in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
	6. Certified staff shall comply with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the unified district.
	7. Certified staff will discuss a student only with the child’s parents, and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
	8. Certified staff that keep students in school other than during regular school time will be responsible for those students. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
	9. The practice of joining book clubs or film strip clubs using the school name is prohibited.
	10. All monies collected by certified staff must be turned in to the main office by the end of the school day.
	11. All class meetings or trips must be cleared through the principal's office.
	12. Certified staff will perform additional duties as assigned by the administration.

1. **School Day**

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

Personal work may not be done on school time.

1. **Faculty Meetings**

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

1. **Lesson Plans**

Each teacher will prepare and post on-line lesson plans for the following week using the computer software provided by the district. Lesson plans for the upcoming week must be completed by 8:00 a.m. each morning. These plans must be written so that they are clear to any substitute teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district’s administration at any time.

**Teacher Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the South Central Nebraska USD #5, Board of Education, and the South Central Nebraska Unified School District Education Association. This handbook sets forth the process for using that leave

* 1. **Sick Leave**

Certified staff members who are too ill to perform their teaching duties, must contact their building principal before 6:00 a.m.

* 1. **Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

* 1. **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute, or if the principal determines that the activity will not enhance the certified staff member’s effectiveness as an employee of the unified district. Certified staff who feel they have been unfairly denied professional leave may grieve the principal’s decision, pursuant to the grievance procedure contained in the district’s Negotiated Agreement.

* 1. **Substitute Folders**

Each teacher shall prepare a substitute folder and keep the completed folder in a convenient location on or in his/her desk. The folder must contain:

 1.) Current seating chart for each class.

 2.) The daily routine followed by each class.

 3.) All schedules (fire drill procedures, lunch schedule, etc.)

 4.) A copy of this handbook.

5.) Plans for the day if the teacher’s absence was planned. (These plans are in addition to the teacher’s regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute without prior approval from the administration.

1. **Student Attendance**

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

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

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

**6. Student Activities, Clothing, and Equipment**

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

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

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

**7. Student Supervision**

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

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

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

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

**8. Parent-Teacher Communication**

Student academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student’s parents informed about the student’s progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teach events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff that needs additional support in communicating with parents should contact their building principal or guidance counselor.

**9. Classroom Sanitation**

* 1. **Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomitus, respiratory secretions and saliva. Certified staff who are exposed to any potential pathogen via contact with a students blood, saliva, or other bodily fluids shall inform their building Principal, who will assist the staff member in securing appropriate medical treatment and testing.

* 1. **Infectious Diseases**

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

**10. Media Center**

The Media Center is set up to support students and staff. Certified staff that need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

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

Audio visual materials are available to certified staff through the media center. Certified staff may obtain these materials by filing out the required requisition form and sending it to the media specialist in their building. When certified staff returns media, they should complete the film report card and return it to the media specialist.

**11. Computer Lab**

Students and staff who use computers owned by the unified district must abide by the unified district’s acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator. Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

**12. Fire and Tornado Drills**

Fire and tornado drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency. At some point early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire or other emergency.

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

 a. Take the class roster

1. Close the classroom door after all occupants have exited the room.
2. Keep class together and move promptly in an orderly fashion
3. Upon arrival at the evacuation point, take roll, maintain order,

and supervise students

**13. Student Assemblies**

Certified staff will be given prior notice of assemblies, including pertinent details and specific instructions. Classroom teachers must accompany their students to the assembly, sit with them and supervise their behavior for the entire assembly program.

**14. Use of Physical Force**

The use of corporal punishment is unlawful and is prohibited by the unified school district. Corporal punishment has been defined by the Nebraska Supreme Court as the infliction of physical pain for the purpose of punishing bad behavior. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

**15. Homework Policy**

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

**16. Examinations**

Semester examinations will be given in all classes except P.E. and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests. Local school site regulations may excuse a student from taking semester exams.

**17. District Grading Policy**

Failing reports for Middle and High School students must be turned into the office at the set time as prescribed by local school site procedures. A pupil should never be placed on "pupils failing" list without first being on the "pupils about to fail."

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student.

All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student’s progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Report Cards Numerical Scale Report Cards Numerical Scale

A+ 98-100 C 77-81

A 93-97 D+ 74-76

B+ 90-92 D 70-73

B 85-89 F Below 70

C+ 82-84

S= Satisfactory Progress

U= Unsatisfactory Progress

In the elementary, students will receive letter grades only in designated “core” curricular subjects. Elementary teachers should report student progress on grade reports using letter grades or S/U as determined by local school site regulations.

**18. Student Assistance Team (SAT)**

Pursuant to the Rules of the Nebraska Department of Education, the school district uses general education student assistance teams (SATs). SATs consider and create problem-solving and intervention strategies to assist classroom teachers to meet the needs of students who may be struggling in the general curriculum.

All teaching staff must:

1. Support the SAT process by appropriately referring students who may benefit from the SAT process; and
2. Faithfully and consistently implementing the intervention strategies recommended by the SAT.

The failure to support the SAT process is a serious matter and may constitute just cause for terminating or canceling a teacher’s employment.

**19. Code of Ethics**

The South Central Nebraska Unified School District #5 Board of Education recognizes the following Code of Ethics for the professional staff of the South Central Nebraska Unified School District #5. The standards expressed are held to be generally accepted as minimal standards within the teaching profession in the State of Nebraska with respect to ethical and professional conduct. In fulfillment of the commitment of the educator to the student, the educator shall:

1. Permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.

2. Deliberately not suppress or distort subject matter, which the educator is responsible.

3. Make reasonable effort to protect the student from conditions, which interfere with the learning process or are harmful to health or safety.

4. Conduct professional educational activities in such a way that it is in the best interest of the student.

5. Accord just and equitable treatment to every student regardless of race, color, creed, sex, marital status, national origin or ethnic background.

6. Professional relationships shall not be used with students for private advantage.

7. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

8. Tutoring of students shall not be done for remuneration to those students assigned to his/her classes unless administrative approval has been received.

In fulfillment of the obligation to the citizens of the South Central Nebraska Unified School District #5 community, the professional educator of the South Central Nebraska Unified School District #5 shall:

1. Not misrepresent the South Central Nebraska Unified School District #5 and shall take adequate precautions to distinguish between his/her personal and school views;

2. Not interfere with a colleague’s exercise of political and citizenship rights responsibilities;

3. Not use school privileges for private gain or to promote political candidates or partisan political activities;

4. Neither offer nor accept gifts or favors that will impair professional judgment;

5. Support the principle of due process and protect the political citizenship and natural rights of all individuals;

6. Not commit any crime involving moral turpitude, nor commit any felony under the laws of the United States or the State of Nebraska;

7. With reasonable diligence, attend to the duties of his/her professional position.

In fulfillment of the obligation to the teaching profession, the professional educator shall:

1. Not interfere with the free participation of colleagues in the affairs of their educational associations or unions;

2. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Not use coercive means or promise special treatment in order to influence professional decisions of colleagues or South Central Nebraska Unified School District #5 Board of Education members;

4. Not misrepresent his/her professional qualifications nor those of colleagues;

5. Practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified;

6. Not use his/her relationship with fellow educators for private gain, personal advantage or exploitation.

In fulfillment of the obligation to professional employment practices, the professional educator of the South Central Nebraska Unified School District #5 shall:

 1. Apply for, accept, offer or assign a position of responsibility on the basis
 of professional preparation and legal qualifications;

2. Not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment;

3. Give prompt notice to the South Central Nebraska Unified School District #5 administration of any change in availability of service;

 4. Adhere to the terms of the contract of employment;

 5. Conduct professional business through designated procedures;

 6. Not delegate assigned tasks to unqualified personnel;

7. Permit no commercial or personal exploitation of his/her professional position;

 8. Use time on duty and leave time for the purpose for which it is intended.

In addition to the foregoing code of ethics of the professional staff, the South Central Nebraska Unified School District #5 Board of Education fully adopts the standards set forth in Rule 27 of the Nebraska Department of Education. All certified employees are responsible for reading, understanding and complying with these standards.

**20. Tutoring**

The following shall be observed relative to certificated staff members of the South Central Nebraska Unified School District #5 engaged in tutoring students:

A teacher may not arrange to tutor any student enrolled in his/her class for pay;

No tutoring for which a teacher receives a fee will be carried on in any school building within the confines of the District unless authorized by the administration;

Teachers who accept outside tutoring arrangements shall make their own arrangements with the parents for the location of such tutoring and for the fees to be assessed.

**POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

1. **Hours**

Work hours vary with the employee’s department and position. Generally a full-time employee is expected to work eight hours per day. Some employees will occasionally be asked to attend meetings before or after their normal working hours. Employees will be paid for attending these meetings.

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

1. **Paid Vacation and Holidays**

Classified employees are eligible to receive up to the number of paid vacation days and holidays listed below for their job assignment:

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Maximum vacation days** | **Paid holidays** |
| Bookkeeper, Superintendent’s Secretary | 10 | New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas  |
| Principal’s Secretary | 10 | New Year’s Day, Memorial Day, Labor Day, Thanksgiving, Christmas |
| Custodians | 10 | New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas |
| Nurses | 5 | New Year’s Day, Labor Day Thanksgiving, Christmas |
| Paraeducators | 5 | New Year’s Day, Labor Day Thanksgiving, Christmas |
| Transportation drivers | 5 | New Year’s Day, Labor Day, Thanksgiving, Christmas |
| Transportation Supervisor | 10 | New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas |
| Cooks (head and general) | 5 | New Year’s Day, Labor Day, Thanksgiving, Christmas |

Employees may accrue up to the number of vacation days listed for their particular job assignment. Once vacation days are accrued, they may be carried forward from year to year. Unused personal days can not be carried forward to the next contract year and will be paid at the end of each contract period on the June paycheck.

The table above lists the paid vacation and holidays for 1.0 FTE positions. Less than 1.0 FTE will be prorated. Less than 0.5 FTE no paid vacation or holidays will be granted.

Employees should consult with their immediate supervisor for holiday information.

Employees receive paid vacation and paid holidays per year as per work agreement. Employees should consult with their immediate supervisor for vacation and holiday information.

1. **Sick Leave**

For the school year, classified employees will receive 8 days of sick leave. An employee who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone must notify his or her immediate supervisor at least three hours prior to the time the employee regularly reports to work. Staff members may accrue up to 45 days of sick leave.

1. **Overtime**

All classified employees of the unified district must keep an accurate record of all hours worked for the district. The only exceptions to this rule are classified employees who have been notified in writing that they are exempt from the time-keeping requirement. Employees should not work more than forty hours in a given week without the express permission of their immediate supervisors. Employees who accrue more than forty hours in a given work week will receive overtime pursuant to the unified board’s policy.

1. **Reporting When School is Closed**

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

* 1. **Secretaries/Clerical** employees should not report to work unless specifically directed to do so by their supervisor or the superintendent.
	2. **Paraprofessionals** should not report to work unless teaching staff are asked to report.
	3. **Food service employees** should not report to work.
	4. **Bus drivers** should not report to work**.**
	5. **Custodians/Maintenance Workers** will report to work unless directed otherwise by your supervisor or Superintendent.

1. **Reporting of Child Abuse or Neglect**

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

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.

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

3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

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

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

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of South Central Nebraska Unified System #5’s Staff Handbook which includes:

1) the unified district’s drug-free workplace policy statement: and

2) my authorization for the unified district to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the unified district during the course of my employment.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

APPENDIX ‘A’

**4116.22 CODE OF ETHICS OF THE CERTIFICATED STAFF OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

 The South Central Nebraska Unified School District #5 Board of Education recognizes the following Code of Ethics for the professional staff of the South Central Nebraska Unified School District #5. The standards expressed are held to be generally accepted as minimal standards within the teaching profession in the State of Nebraska with respect to ethical and professional conduct. In fulfillment of the commitment of the educator to the student, the educator shall:

1. Permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.

2. Deliberately not suppress or distort subject matter, which the educator is responsible.

3. Make reasonable effort to protect the student from conditions, which interfere with the learning process or are harmful to health or safety.

4. Conduct professional educational activities in such a way that it is in the best interest of the student.

5. Accord just and equitable treatment to every student regardless of race, color, creed, sex, marital status, national origin or ethnic background.

6. Professional relationships shall not be used with students for private advantage.

7. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

8. Tutoring of students shall not be done for remuneration to those students assigned to his/her classes unless administrative approval has been received.

 In fulfillment of the obligation to the citizens of the South Central Nebraska Unified School District #5 community, the professional educator of the South Central Nebraska Unified School District #5 shall:

1. Not misrepresent the South Central Nebraska Unified School District #5 and shall take adequate precautions to distinguish between his/her personal and school views;

2. Not interfere with a colleague’s exercise of political and citizenship rights responsibilities;

3. Not use school privileges for private gain or to promote political candidates or partisan political activities;

4. Neither offer nor accept gifts or favors that will impair professional judgment;

5. Support the principle of due process and protect the political citizenship and natural rights of all individuals;

6. Not commit any crime involving moral turpitude, nor commit any felony under the laws of the United States or the State of Nebraska;

7. With reasonable diligence, attend to the duties of his/her professional position.

 In fulfillment of the obligation to the teaching profession, the professional educator shall:

1. Not interfere with the free participation of colleagues in the affairs of their educational associations or unions;

2. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Not use coercive means or promise special treatment in order to influence professional decisions of colleagues or South Central Nebraska Unified School District #5 Board of Education members;

4. Not misrepresent his/her professional qualifications nor those of colleagues;

5. Practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified;

6. Not use his/her relationship with fellow educators for private gain, personal advantage or exploitation.

 In fulfillment of the obligation to professional employment practices, the professional educator of the South Central Nebraska Unified School District #5 shall:

 1. Apply for, accept, offer or assign a position of responsibility on the basis
 of professional preparation and legal qualifications;

2. Not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment;

3. Give prompt notice to the South Central Nebraska Unified School District #5 administration of any change in availability of service;

 4. Adhere to the terms of the contract of employment;

 5. Conduct professional business through designated procedures;

 6. Not delegate assigned tasks to unqualified personnel;

7. Permit no commercial or personal exploitation of his/her professional position;

 8. Use time on duty and leave time for the purpose for which it is intended.

 In addition to the foregoing code of ethics of the professional staff, the South Central Nebraska Unified School District #5 Board of Education fully adopts the standards set forth in Rule 27 of the Nebraska Department of Education. All certified employees are responsible for reading, understanding and complying with these standards.

POLICY ADOPTED: JULY 2000

POLICY AMENDED: June 2010

APPENDIX ‘B’

**4116.25 DRUG-FREE WORKPLACE REQUIREMENTS OF THE**

**SOUTH CENTRAL NEBRASKA UNIFIED SYSTEM 5**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance during working hours is prohibited by personnel of South Central Nebraska Unified School District # 5. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school sponsored activity or event by South Central Nebraska Unified School District # 5 personnel shall include engaging in the unlawful possession, selling, dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises at any school sponsored activity or event.

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

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

POLICY ADOPTED: JULY 2000

APPENDIX ‘C’

**4102.00 EMPLOYMENT RELATED SEXUAL HARASSMENT**

 It is the policy of the South Central Nebraska Unified School District #5 to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. The South Central Nebraska Unified School District #5 Board of Education clearly and unequivocally prohibits sexual harassment by and of its employees and students. Sexual harassment is a form of misconduct, which interferes with work productivity and wrongfully deprives employees of the opportunity to work, students of the opportunity to study and everyone of the opportunity to be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

 The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

 Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

(1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

 A person who feels harassed should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, superintendent of schools or Board of Education member with whom he or she feels comfortable in reporting the issue

 Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant’s employment, compensation or work assignments as an employee, or status as a student.

 Sexual harassment of one student by another student or students is addressed in a separate policy.

POLICY ADOPTED: JULY 2000

POLICY AMENDED: JUNE 2010

APPENDIX ‘D’

**5131.60 STUDENT BULLYING PROHIBITED BY SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Students are prohibited from engaging in any form of bullying behavior while on school grounds, in school vehicles, and at school activities sponsored by South Central Nebraska Unified School District #5 or in which a School District representative is participating. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, intentionally isolate or demean, or harass any person. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior and may result in consequences up to and including expulsion.

 Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

To further prevent bullying, students and parents are required to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior within the next four days that school is in session after the incident has occurred. The report may be written or verbal. The report may be written or verbal. School employees are required to inform the administration of all such reports. The appropriate building principal shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

POLICY ADOPTED: JUNE 2004

POLICY REVISED: May 2007, March 2008, JUNE 2010

APPENDIX ‘E’

**4130.00 PROFESSIONAL GROWTH OF CERTIFICATED PERSONNEL OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

 The South Central Nebraska Unified School District #5 maintains that each certificated staff members shall improve professionally and personally through staff development activities. Those activities sponsored and recognized by the South Central Nebraska Unified School District #5 are designed to help each individual become a more effective and efficient staff member of the total educational program. To assist each certificated staff member in this endeavor, the Board shall require evidence of professional growth every six years.

 Professional Growth Period: The professional growth period for the South Central Nebraska Unified School District #5 is a six (6) year period during which certificated staff members are required to give evidence of professional growth. A certificated permanent staff member, upon employment on September 1, begins his/her initial six year period and concludes such period six years later on August 31. The beginning of the seventh year commences the second six year period.

 Professional Growth Points: All permanent certificated staff members will be required to reach a total of sixty (60) professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance. It is the responsibility of each permanent certificated staff member to make application for professional growth and to show that the activity(s) was completed. Implementation of any changes in professional growth requirements shall be in such a manner as to cause no penalty to those staff members who are currently working on professional growth requirements for their present professional growth period. All professional growth activities earned pursuant to these provisions shall be accepted by the Board as evidence of professional growth.

 Applicability to the Salary Schedule: Credit hours earned to complete the professional growth requirement shall be applicable for movement on the salary schedule if such hours meet existing criteria for salary advancement as set forth in the negotiated agreement and/or Board policy.

 Procedure for Applying for Growth Credit: Application for professional growth activities and college credit shall be made on forms available at the Office of the Principal. Application shall be initiated by the person requesting acceptance of the professional growth activity(s). A separate application shall be submitted for each activity that requests professional growth. It is required that applicants request preliminary approval for professional growth points prior to participation in the professional growth activity. The application shall be returned to the Office of the Principal upon completion of the professional growth activity.

 Professional Growth Committee: The professional growth committee, established to review and approve applications for professional growth, shall consist of the superintendent of schools, each building principal, and an elementary school teacher and high school teacher appointed by the South Central Nebraska Unified School District #5 Education Association.

 Review of Professional Growth Status: Records of professional growth activities shall be maintained in the employee’s personnel file. At the end of each school year, each employee shall be notified, in writing, of the total accumulated professional growth points and the expiration date of the professional growth period.

 Classification of Activities: Listed below are the activities for which professional growth points may be obtained, the number of points which can be awarded in one calendar year and the total number of points that can be earned within the professional growth period for each professional growth activity.

 The required number of sixty (60) professional growth points may be earned in one year or over the six year period. Points earned during one growth period may not be carried over into the ensuing professional growth period, even though the points earned by the individual may be in excess of the required number.

 1. College or Formal Class work:

 a. College credit 10 points per credit hour

 b. Auditing college courses 4 points per credit hour

 c. Technical Community College credit 10 points per credit hour

d. Adult education class 1 point for each 5 clock

 hours

2. Professional Work Done Under Direction of the South Central Nebraska Unified School District #5:

 a. Curriculum committee work 1 point for each 5 clock

 hours

 with a maximum of 15 points in a six year period

 b. Workshop presenter, e.g.

 Conference in service, State Fair,

 NSEA Convention, etc. 5 points with a maximum of

 20 points in a six year period

 c. Building inservice presentation or

 demonstration 5 points

 e. Attending workshops held outside the

 regular school year, e.g.,

 Vocational Conference held in

 August 5 points per year

 Attending workshops held

 during the school year 2 points

 f. Teacher assistant team,

 gifted program coordinator 1 point per semester

 3. Professional Publications:

 Writings that are published. 1 to 20 points

 Writings are to be presented to

 the Professional Growth Committee

 for evaluation and assignment of points

 4. Teaching:

 a. College teaching 10 points per credit hour

 20 points per six year period

 b. Adult education classes 5 per credit hour

 10 points per six year period

 c. Supervising student teachers 20 points per six year

 period

 (1) six weeks = 3 points

 (2) 8 weeks = 5 points

 (3) fifteen weeks = 8 points

 (4) 18 weeks = 10 points

 5. Educational Travel:

 a. Sponsored tour under the

 direction of accredited college

 for which credit is given 10 points per credit hour

 b. Tours are subject to prior

 approval by the Committee and

 amount of points will be 1 to 10 points

 20 points per six year period

 6. Professional Work: 1 point for each 5 hours

 15 points per six year period

 7. Memberships:

 Professional memberships 1 point per membership per yr.

 10 points per six year period

 The professional growth committee reserves the right to consider and

recommend to the administration, Board and South Central Nebraska Unified School District #5 Education Association, other professional growth activities not covered in the aforementioned activities.

APPLICATION FOR PROFESSIONAL GROWTH POINTS

Category: 1 2 3 4 5 6 7 (Please Circle)

Subcategory: a b c d e f (Please Circle)

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Clock Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Type of

 Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This Activity is sponsored or offered by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this Activity was completed for credit or audited, please complete the following:

Course Credit Audit Credit Hours Semester Quarter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_

I verify the above information is true and that I have accurately described the completion of such professional growth activities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 The above request has been denied because:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 The above activity is approved for \_\_\_\_\_\_\_\_ professional growth points.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Chairperson Prof Growth Comm Building Principal Date

POLICY ADOPTED: JULY 2000

APPENDIX ‘F”

4118.00 EVALUATION OF CERTIFICATED PERSONNEL OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

The South Central Nebraska Unified School District #5 Board of Education delegates to the administration the responsibility of developing, organizing and implementing a program for evaluation of the certificated instructional staff.

Statement of Purpose

The evaluation of the certificated staff shall serve five purposes:

1. To raise the quality of instruction and educational service to the student of the South Central Nebraska Unified School District #5 School District;

2. To identify strengths and weaknesses present in the individual teacher or in the South Central Nebraska Unified School District #5 instructional program;

 3. To raise the standards of the teaching profession;

 4. To aid the individual teachers growth professionally; and

5. To ensure to the students and patrons of the South Central Nebraska Unified School District #5 that the certificated staff is meeting the standards of instruction as identified in the District’s goals.

Procedure for Certificated Staff Evaluation

Certificated staff shall be evaluated upon specific criteria that are tied to the instructional goals of the school district. The evaluation instrument shall be designed primarily for the improvement of instruction. The evaluation instrument shall include defined standards for the measurement of:

 1. Instructional Performance;

 2. Classroom Organization and Management;

 3. Personal Conduct; and

 4. Professional Conduct.

Process for Certificated Staff Evaluation

The duration and frequency of observations and evaluations shall be:

1. Probationary certificated staff shall be formally observed and evaluated at least once each semester. Each formal observation shall be for one full instructional period or its equivalency.

2. Permanent or tenured certificated staff shall be formally observed and evaluated at least once each year or as determined by the staff supervisor. Each formal observation shall be for one full instructional period or its equivalency.

Formal evaluations for probationary and permanent or tenured certificated staff shall be documented in the following manner:

1. Based upon the observations and other relevant information, the evaluator shall prepare a written evaluation summary or report.

2. The evaluation summary or report shall provide for written communication to the evaluated certificated staff indicating their strengths, deficiencies, specific means for correcting the noted deficiencies, and an adequate time line for implementing the suggestions for improvement.

3. The process shall provide for the certificated staff to offer a written response to the evaluation.

Training for District Evaluators

The Superintendent of Schools shall be responsible for developing and updating an appraisal procedures that shall be approved by the Board of Education. All evaluators shall be annually trained to use the evaluation procedure employed in the school district. The training shall be conducted by the Superintendent or his/her designee.

Evaluator Certification

All evaluators shall possess a valid Nebraska Administrative certificate.

Evaluation Summary or Report

Certificated staff shall be evaluated using the evaluation summary or report approved by the South Central Nebraska Unified School District #5 Board of Education.

Communication Procedure

The evaluation procedure shall be annually communicated, in writing, to the certificated staff.

POLICY ADOPTED: JULY 2000

POLICY REVISED: DECEMBER 2000

APPENDIX “G”

**4106.10 SOCIAL MEDIA POLICY FOR SCHOOL DISTRICT EMPLOYEES**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district’s policy on Staff Computer and Internet Usage.

1. **Personal Versus School-Affiliated Social Media Use**
	1. **Personal Social Media Use**
		1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
		2. The district will not require staff to add anyone to the list of contacts associated with the staff member’s personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
		3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
		4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator’s permission to do so.
	2. **School-Affiliated Social Media Use**
		1. Any social media account which purports to be “the official” account of the school district (e.g., “Red Raider Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
		2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
		3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
		4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.
2. **Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use**
	1. **General Use and Conditions**

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member’s supervising administrator.

* 1. **Acceptable Use**
		1. Staff may use social media for instructional purposes.
		2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
		3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.
	2. **Unacceptable Use**
		1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
		2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
		3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member’s immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.
1. **School-Affiliated Digital Content**
	1. **General Use and Conditions for School-Affiliated Accounts**

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school’s mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

* 1. **Moderation of Third Party Content**

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to “off” without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account’s pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account’s pages may be removed when the content meets any of the following conditions:

* + 1. Is obscene, lewd, or appeals to prurient interests;
		2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
		3. Contains threatening, harassing, or discriminatory words or phrases;
		4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
		5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

POLICY ADOPTED: June 2011

POLICY REVISED: June 2016

APPENDIX “H”

**3324.50 PURCHASING POLICIES AND (CREDIT) CARD PROGRAM FOR THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to $5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.

2. Purchases from $5,000 up to $90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

3. Purchases of $90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.

1. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
2. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District’s purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District’s purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.

3. The District’s purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.

4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder’s purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder’s purchasing card privileges.

5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual’s purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

POLICY ADOPTED: June 2014

POLICY REVISED: June 2016, June 2017

APPENDIX ‘I’

NEGOTIATED AGREEMENT

APPENDIX ‘J’

TEACHER EVALUATION HANDBOOK