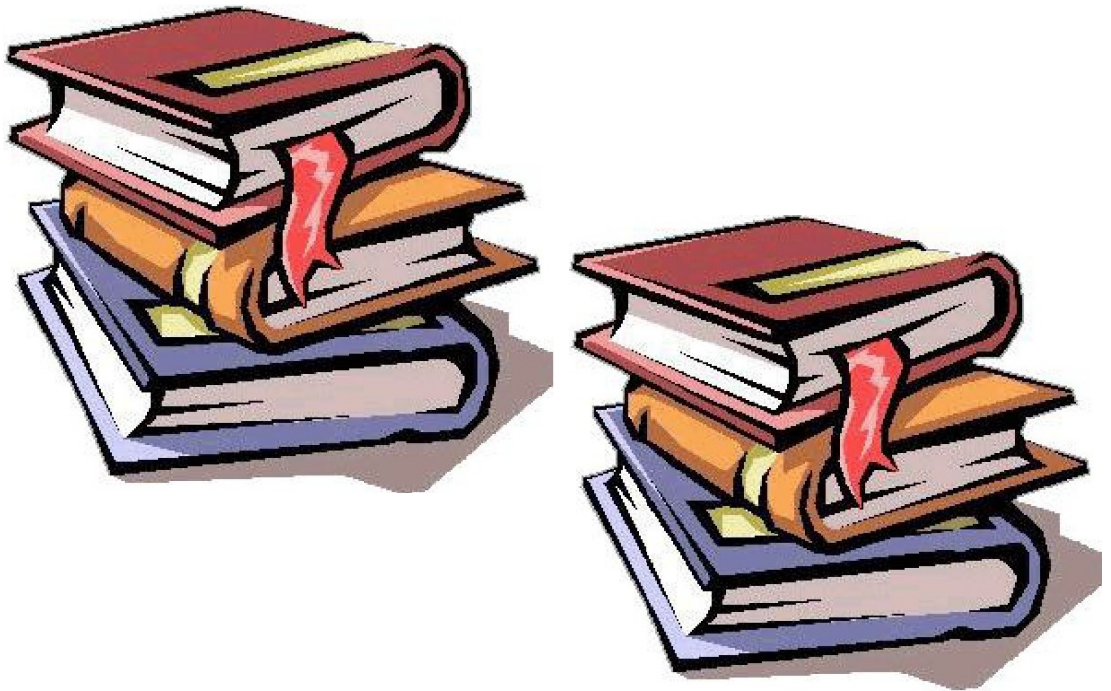


CERTIFICATED STAFF HANDBOOK 2020-21



STRIVING TO BE AMONG THE **BEST** IN THE NATION

**2020-21
TEACHER HANDBOOK
BEATRICE PUBLIC SCHOOLS
TABLE OF CONTENTS**

Forward

Section 1	Intent of Handbook	Page 1
Section 2	School Mission Statement	Page 2
Section 3	School Beliefs	Page 2
Section 4	School Objectives	Page 2
Section 5	School Parameters	Page 2
Section 6	School Strategies	Page 3

Article I – Severe Weather and School Cancellations

Section 1	Severe Weather and School Cancellations	Page 4
------------------	--	---------------

Article 2 – Employment, Compensation and Benefits

Section 1	Employment	Page 5
Section 2	Contract Days	Page 5
Section 3	Assignments	Page 5
Section 4	Personnel File	Page 5
Section 5	Grievances and Complaints	Page 6

Section 6	Compensation	Page 6
Section 7	Extended Duty Pay	Page 6
Section 8	Benefits/Section 125 Plan	Page 7
Section 9	Payroll	Page 7
Section 10	Expense Reimbursement	Page 7
Section 11	403(b) Salary Reduction Agreements	Page 8
Section 12	Overtime	Page 8
Section 13	Non Work Day After Parent-Teacher Conferences	Page 8

Article 3 – Absences From Work

Section 1	Paid Leave – Sick and Personal Leaves	Page 8
Section 2	Non-paid or Dock day Leave	Page 9
Section 3	Payroll Deductions for Absences in Excess of Paid Leave	Page 9
Section 4	Jury Duty	Page 10
Section 5	Military Leave	Page 10
Section 6	Family Military Leave	Page 10
Section 7	Family and Medical Leave Act	Page 11
Section 8	Insurance Coverage After FMLA	Page 14
Section 9	Sick Leave Donation	Page 14

Article 4 – Duties and Responsibilities

Section 1	Hours of Work & Meetings	Page 14
------------------	-------------------------------------	----------------

Section 2	Arrival to Duty Assignments	Page 15
Section 3	Leaving School	Page 15
Section 4	Lesson Plans	Page 15
Section 5	Daily Class Record Books	Page 16
Section 6	Classroom and School Procedures	Page 16
Section 7	Supervision of Students	Page 18
Section 8	Managing Student Conduct	Page 20
Section 9	Dispensing Medication	Page 21
Section 10	Reporting Child Abuse	Page 21
Section 11	Dating Violence	Page 22
Section 12	Harassment/Bullying Policy	Page 23

Article 5 – Personal and Professional Conduct

Section 1	Professional Ethics Standards	Page 23
Section 2	Professional Boundaries Between Employees and Students	Page 26
Section 3	Evaluations	Page 28
Section 4	Role Model	Page 28
Section 5	Relationships	Page 28
Section 6	Professional Attire	Page 28
Section 7	Private Tutoring	Page 29
Section 8	Outside Employment	Page 29

Section 9	Fundraising	Page 30
Section 10	Use of Social Media By School District Employees	Page 30
Section 11	Confidentiality	Page 30

Article 6 – Academic Matters

Section 1	Purpose and Goals of Academic Achievement	Page 31
Section 2	Teaching to Students Understanding to Assure Learning	Page 31
Section 3	Instruction in the Curriculum	Page 31
Section 4	Measuring and Reporting Academic Achievement	Page 31
Section 5	Parent-Teacher Conferences	Page 33

Article 7 Use of School Facilities and Equipment

Section 1	Drug-Free Workplace	Page 33
Section 2	Smoke and Tobacco-Free Workplace	Page 33
Section 3	Weapon-Free Workplace	Page 34
Section 4	Use of District Computer Network and Internet	Page 35
Section 5	Use of School Facilities	Page 35
Section 6	Care of School Property	Page 35
Section 7	Visitors	Page 35
Section 8	Salespersons	Page 36
Section 9	Security of Desks and Lockers	Page 36
Section 10	Video Surveillance	Page 36

Section 11	Bulletins and Announcements	Page 36
Section 12	Copyright and Fair Use Policy	Page 37
Section 13	Lost and Found	Page 37
Section 14	Safety	Page 37

Article 8 – State and Federal Programs

Section 1	Notice of Nondiscrimination	Page 39
Section 2	Designation of Coordinators	Page 39
Section 3	Anti-discrimination and Harassment Policy	Page 40
Section 4	Grievance Procedure for Persons with a Disability	Page 41
Section 5	Disclosure of Staff Qualifications	Page 42
Section 6	Student Privacy Protection	Page 43
Section 7	Homeless Students	Page 43
Section 8	Breakfast and Lunch Program	Page 43

**Beatrice Public Schools Certified Staff Handbook
2020-21 School Year**

FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

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

Section 2 School Mission Statement

The mission of Beatrice Public Schools, a collaborative partnership of students, staff, families, and community, is to guarantee all students achieve academic excellence and develop responsible citizenship by providing aligned, rigorous curriculum and high-quality instruction that utilizes 21st Century tools in a system that is measurably among the best in the nation.

Section 3 Beliefs

We believe that.....

- Every human has infinite worth.
- All people can be successful learners.
- Hard work and perseverance are necessary to achieve one's full potential.
- Passion, enthusiasm, and positive attitude greatly enhance performance.
- Honesty is essential in building trust.
- Family is the primary influence in a child's life.
- A cooperative effort among family, school, and the community provides the foundation for our children's future.
- Every person is responsible for his or her actions.
- Everyone has the responsibility to contribute to the improvement of society.
- Diversity of people, ideas, and experiences enhance a community.
- Achieving excellence is worth the investment of time, effort, and resources.

Section 4 Objectives

- All students will meet or exceed district and state standards in reading, writing, math, science, and social studies.
- All students will graduate having achieved challenging goals tailored to their educational and career interests and aspirations.
- All students will understand and consistently demonstrate the character attributes of respect, responsibility, trustworthiness, caring, fairness, and citizenship within our schools and community.

Section 5 Parameters

- We will always maintain safe and secure environments conducive to learning.
- Student well-being will always be given the highest priority in decision-making.
- Nothing will take precedence over the Pre K-12 instructional program.

- We will address disrespectful or inappropriate behavior by anyone.
- We will address ineffective performance by any staff member or student.
- No new program or service will be accepted unless it is consistent with the strategic plan, its benefits clearly outweigh its costs, and provisions are made for professional development and program development.
- No program or service will be retained, unless it continues to make an optimum contribution to the mission and its benefits continue to justify the cost.
- We will always maintain a fund balance sufficient to cover at least two months of normal operation.
- School improvement plans will always be consistent with the strategic plans of the district.
- We will utilize all resources effectively and coordinate their use district-wide.

Section 6 Strategies

- We will enhance each student's educational journey by creating compelling and innovative learning experiences, promoting individual goals, interests, and aspirations.
- We will exemplify a culture of character to fulfill the mission of the district.
- We will stimulate and strengthen mutual engagement throughout the community.
- We will provide facilities, infrastructure, and technology necessary to achieve our mission.

Article 1 – SEVERE WEATHER AND SCHOOL CANCELATIONS

Section 1 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close schools in case of severe weather. When inclement weather requires school to be closed a phone message will be sent to all parents and staff notifying them of the situation. Representatives of the Superintendent's staff will also notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio stations KWBE 1450 and KUTT 99.5 as well as on television stations KOLN-KGIN and KLKN. Information can also be obtained by calling 402-223-1555

Decision to Close Schools. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning. In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-school and student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

School Starting Late. On some occasions weather conditions may require that schools start late. In these situations the information will be broadcast on radio and television stations. If schools are to start late all buildings in the district will start two hours late. If start late there will be no A.M. pre-school.

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day.

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted the resignation will not be accepted unless a suitable replacement can be found. If a resignation for the following school year is submitted after April 15, the resignation will not be accepted unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Contract Days

Teachers are contracted for 186 days (hereinafter referred to as the "contract year").

Section 3 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

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

Section 4 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Section 5 Grievances and Complaints

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

Section 6 Compensation

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

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement.

Movement on the Salary Scale – College Graduate Credit Classes / Graduate Program

College Graduate Credit Classes / Graduate program and movement on the salary schedule – staff members must get college graduate credit classes approved in advance for it to count toward movement on the salary schedule. Additionally, staff members who do not have a graduate level degree and who wish to move on the salary schedule above the BA+9 level, must be enrolled in a graduate level program and have an approved program of study approved by the superintendent. **These are two separate items.** Staff members who have had their graduate level program approved by the district still need to get their graduate level classes approved each semester before taking a class.

Salary Payments. Salary is payable over twelve equal installments. All teachers are required to be paid by direct deposit. Teachers will be paid on the 20th of the month unless the 20th falls on a Saturday then they will be paid on the 19th or if the 20th falls on a Sunday they will be paid on the 21st. In emergency cases the Superintendent of the District or his designee may make exceptions. In no case shall a teacher be advanced more than one month's salary.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave will normally be taken out during the months of June, July and/or August.

Section 7 Extended Duty Pay

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

Section 8 Benefits

Teachers are provided benefits in accordance with the negotiated agreement. The school district also provides a Section 125 Plan, which teachers must annually sign-up for. By mid August registration forms, **clearly stating the return deadline date and time** will be sent to teachers through school mail. If a teacher has not received a Section 125 registration form by August 20th they should contact Jackie Bornemeier at the central office. The Section 125 registration form **MUST** be turned in by the established deadline date and time. Each teacher is responsible for informing the Board Office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. For information about COBRA contact the Plan Administrator of the group health plan located in the Central Office.

The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 9 Payroll

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement.

Section 10 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

The District provides materials necessary for instruction. If teachers need additional materials for instruction for school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal, Student Programs or, if the expense relates to an activity, by the Activity Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Sales tax on materials purchased is not reimbursable to the staff member. Reimbursement for payment must show the items purchased in order to be approved.

Section 11 403(b) Salary Reduction Agreements

Any teacher who wishes to participate in an investment program under an Internal Revenue Code Section 403(b) must contact the board office to receive information in regards to the procedures, which must to be followed.

Section 12 Overtime

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

Section 13 Non Work Day After Parent-Teacher Conference

If Parent-Teacher conferences are held on two separate nights from 4:30 – 8:30 p.m. a day after the last conference will be a non work day.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement, and should be referred to for more detailed information. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

Limited use of personal leave during professional development

Limited availability of personal leave during professional development days – based upon the current negotiated agreement, certified staff can use personal leave during professional development days under **very limited circumstances**, which has to be approved in advance by the superintendent. In order for personal leave to be approved during professional development time, there must be a significant event outside the staff member’s control that would require them to be gone (i.e. a child’s wedding or graduation). The availability of this leave is not intended to be used often or for situations that are more typical (i.e. a friend’s wedding, to accompany a spouse on a trip, etc.).

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

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to come to work is to contact the sub desk before 6:30 a.m. On the first day the teacher returns to work they are to submit a Request for Leave form electronically to the building principal or his designee. For illnesses or

medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, a Request for Leave form shall be submitted electronically to the building principal or his designee in accordance with the negotiated agreement

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

The school may request an employee to file a doctor's statement after an absence of five (5) consecutive days, stating the anticipated number of days of absence. Employees who consistently miss work may also be asked to file a doctor's statement by administration.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider may be requested to present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Non-paid or dock day

Non-paid or dock days may occur on rare occasions when a staff member needs to be absent outside the leave parameters. In situations beyond the teacher's control, when a staff member must be absent, such as during an inservice session, a non-paid day or dock day will be considered with the superintendent of schools making the final decision.

Please note that vacations or trips are not beyond a teacher's control and personal leave should be used for those type of events.

Activities that will be considered for dock leave, after personal leave days have been exhausted, include:

- Children's activities/events (field trips, athletic events, contests/competitions, college visits, etc.)
- Family milestones (graduation, wedding, etc.)

Unless it is one of the reasons above, most dock days will be denied. If you have any questions, please contact your building administrator.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and cash option fringe benefit shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of

total contract days for the school year as the denominator. (Also see paragraph 9 of Section 7 Family and Medical Leave Act)

Section 4 Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. Teachers called for jury duty will be excused without loss of pay, benefits or leave days. The employee will receive regular salary and may keep any expense money paid by the court, but shall remit jury pay to the school district. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume-teaching duties for the balance of the day and the substitute will be dismissed for the remainder of the day. Upon being entirely dismissed from jury duty the teacher is directed to notify the Principal and report for duty so the substitute can be dismissed.

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

Section 5 Military Leave

Military leave will be granted to the extent required by state and federal law. Teachers must notify the superintendent as soon as they receive notification of activation and provide a copy of their orders when they submit their leave request.

Teachers who are members of the National Guard or Reserves should attempt to schedule time for normal annual active duty during a time when school is not in session. If it becomes necessary for a teacher to serve on active duty during the school year, the teacher shall not lose pay or benefits for time spent on active duty, up to 15 days in a calendar year. Beyond 15 days, if on active duty upon the call of the Governor of the State of Nebraska, the district will add compensation to the active duty pay to the amount of the employee's regular salary level.

Section 6 Family Military Leave

Family military leave will be granted to the extent required by state and federal law. Teachers requesting to take family military leave must notify the superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school. For leaves of less than 5 days, the teacher must notify their supervisor and superintendent of the leave request as soon as practicable.

Section 7 Employee Rights and Responsibilities under the Family and Medical Leave Act

All requests for absences paid or unpaid, substitute needed or not, must be entered and submitted through Absence Management as soon as the need is known. Your immediate Supervisor, Building Administrator, the Superintendent, or Designated Representative will approve or deny the request using the Absence Management program. Employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, follow the employer's usual procedures. For additional information on FMLA procedures see below and/or Board Policy #4007.

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Educators. Employees eligible for leave who are employed primarily in an instructional capacity and who request leave for a foreseeable and planned medical treatment where the

leave would last longer than 20% of the total number of school days during the leave period will be required to:

- Either take the leave for a period not to exceed the duration of the planned treatment, or/
- Transfer temporarily to an available position for which the employee is qualified and which will better accommodate the recurring periods of leave. If transferred the employee would receive equal pay benefits.

End of Academic Term. If the leave is for any reason and begins more than five (5) weeks before the end of an academic term, the School District may require the employee to continue the leave until the end of the academic term of such leave requested if it is at least three (3) weeks in length and the return of the employee would take place during the last three (3) week period of the academic term. If the leave takes less than five (5) weeks before the end of the academic term for any reason other than the employee's own serious health condition, the School District may require the employee to continue the leave until the end of the academic term if the leave is longer than two (2) weeks and the employee's return to work would occur during the last two (2) weeks of the academic term. If the employee begins leave less than three (3) weeks before the end of the academic term for any reason other than serious health conditions, the School District may require the employee to continue leave until the end of the academic term if the leave is longer than five (5) days.

Thirty Days Notice. The employee must give at least thirty (30) days notice except for emergency situations, in which case notice shall be given as soon as practicable. The School District may postpone the leave until thirty (30) days after receipt of notice if a requested leave is foreseeable and is not given thirty (30) days in advance.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Beatrice Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Beatrice Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Beatrice Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Husband and Wife Provision. If both husband and wife are employed by the School District, the husband-wife team is entitled to only twelve (12) weeks between them for any qualifying event related to a leave for birth of a child, adoption, or care for an immediate family member and to a combined twenty-six (26) weeks for a leave to care for an injured service member.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact the Superintendent at 402-223-1500.

Section 8 Insurance Coverage After FMLA

- If the employee has selected health insurance, they will receive the same level of benefits for 12 weeks as per FMLA. After 12 weeks, health insurance through the district will be discontinued. The employee has the option to sign up for Cobra health insurance at their expense.
- In addition after 12 weeks, both Life and LTD insurance will be discontinued unless the employee is receiving LTD benefits and the premiums are waived. The employee has the option to sign up for an individual life insurance contract at their expense.

Section 9 Sick Leave Donation

Teachers are eligible to use Sick Leave Donation as per District policy 4511. In making a determination if a sick leave donation request qualifies to use the donated days one has to look at the policy and its intent. Policy 4511 Sick Leave Donation outlines the purpose / use of the donated sick days and the process of access. The first paragraph speaks to the purpose. It states that the purpose of sick leave donation is to provide some protection for employees (who are eligible for sick leave) from financial loss should a **catastrophic** illness, injury, or disability occur to the employee their spouse, child, or parent (emphasis added). When the policy was developed the term catastrophic was and is intended to mean life a threatening event.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

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

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

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend eight (8) hours on site, including lunch break (30-minute lunch). Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. In addition attendance and supervision responsibilities may also be required at evening events such as open houses and scheduled activities. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

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

Section 2 Arrival to Duty Assignments

The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours. The Principal will determine what time certified staff shall be in their classroom or duty area in order to supervise and be accessible to students.

Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes after their class or assigned duty ends.

Section 3 Leaving School

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

Teachers may not leave school during duty hours without approval of the Principal. Teachers who need to leave during the school day for reason of illness or emergency are to check-out with the Principal's office.

Section 4 Lesson Plans

Teachers will prepare written lesson plans in advance of instruction. The plans must be in a plan book. The plan book should be kept in a place in which is readily available in the teacher's absence.

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

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable electronic record of the attendance and achievement of every student in class. The electronic record book (sometimes referred to as the grade book) must be kept current and include the information required by the electronic student information system used by the District.

Upon request from the parent/guardian a student's individual record in the teacher's electronic record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the electronic record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver a hard copy of the teachers' electronic record book to the Principal at the close of the school year for filing in the permanent records. Teachers who return to Beatrice Public Schools and who wish to refer to the previous year's record book may request the return of the hard copy of the electronic record book. The hard copy of the electronic record book shall again be brought to the office for permanent filing when the teacher is finished or at the close of the current term.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin board regarding curriculum related matters in their primary classroom.

2. Text Book and Room Inventory

All school purchased materials must be inventoried with the building secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear)

assess a fine. Recommend that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones

As a general rule teachers should not use personal cell phones around students or for any non-school purpose during teacher duty time. Room phones should be used mainly for school business.

4. Use of Para-Educators

Para-educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para-educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the para-educator in a supportive role. As a general rule para-educators are to be used primarily for student contact time. However, para-educators may be used to assist the teacher with instructional activities (under the direction of the teacher), helping to supervise students, copying tests and other written material, organizing class materials, grade objective portions of tests or class work, record grades and assist with other tasks. Para-educators are to work only on their assigned workdays and within their assigned workday. If the teacher desires the para-educator to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

5. Use of Student Aides

Follow guidelines for Cadet Aids as established by the high school.

6. Equipment

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Principal.

7. Requisition of Equipment and Supplies

Books and supplies, which are needed for instruction, should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

8. E-mail

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

9. Teacher Mail Box

Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly.

10. Teacher's Meetings

Principals will schedule teacher's meetings as needed but normally once a month. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 7 Supervision of Students

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

1. Proper Supervision

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

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

3. Proper Maintenance of Buildings, Grounds, and Equipment
 - Conduct periodic inspections of equipment under your control or in your area of supervision.
 - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

4. Proper Warnings
 - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

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

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

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

Student Rights

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

Section 8 Managing Student Conduct

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

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

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing and posted in the room.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the administrator about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action following building procedures for such reporting. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.

5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules, which are also violations of state law, are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

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

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

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

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

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes assist making the report with the teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

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

Section 11 Dating Violence

Beatrice Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Section 12 Harassment/Bullying Policy

One of the missions of Beatrice Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another or group action on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment: includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race or other protected status, it is considered a very serious offense for which expulsion may be likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

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

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

Principle I - Commitment as a Professional Educator:

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

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.

- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

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

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

In fulfillment of the obligation to professional employment practices, the educator:

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

Section 2 Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussion would include the student's homework, class activity, school sport or club, or other school-sponsored activity or activities related to a student's disability as identified on their IEP/504 plan. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Material that employees post on social networks that is publicly available to those in the school community and that does not reflect the professional image applicable to the employee's position and that impairs the employee's capacity to maintain the respect of students and parents or impairs the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating an elementary, middle school or high school student.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student inappropriate sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Allowing a specific student to display misbehavior that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's personal problems that would normally be discussed with adults (e.i., marital problems).
- Giving a student a ride in the employee's personal vehicle without expressed permission of the student's parent/guardian or school administrator unless another adult is in the vehicle.

- Taking a student on a school outing without obtaining prior expressed permission of the student’s parent/guardian and school administrator.
- Inviting a student to the employee’s home without prior expressed permission of the student’s parent/guardian and school administrator.
- Going to the student’s home when the student’s parent/guardian or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student. Hats, coats, gloves, shoes, and other basic need items are acceptable gifts.

Appropriate exceptions are permitted to the foregoing for legitimate health, safety or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 3 Evaluations

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

Section 4 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 5 Relationships

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

Section 6 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image.

Teachers are expected to follow these guidelines –

- As a general guideline, appropriate daily attire for most staff members is to dress Business Casual.

Although you will find variations on the definition of Business Casual, here are some general rules.

- For women: A reasonable length skirt (not mini-skirt), appropriate dress shorts, or full-length trousers of a non-jeans material combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable. Leggings maybe worn with appropriate dress type shirt or top.
 - For men: A combination of collared shirt (such as a dress shirt or polo shirt), dress trousers, or cotton trousers (such as khakis) and dress shoes is generally acceptable.
 - Unacceptable for either gender: jeans, gym clothes, rumpled or ripped clothing, inappropriately revealing attire such as bare midriffs, flip-flops, and causal shorts.
-
- Certain employees have duties that require daily physical labor, or to work under conditions in which it is more appropriate to dress casual, for example to wear denim, shorts, warm up suits or a uniform. This may be determined on a case by case basis with the employee's direct supervisor.
 - Administrators should wear professional business attire each day unless circumstances call for business casual.
 - For all BPS Staff, Fridays may be considered Spirit Days, on which acceptable jeans may be worn when accessorized by a BPS shirt.

Section 7 Private Tutoring

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

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

Section 8 Outside Employment

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

Section 9 Fundraising

No staff member may directly or indirectly use their position as a District employee to engage in any fundraising activities (including crowd funding) without prior approval from District Administration. In the event that a staff member desires to engage in a fundraising activity, the staff member must obtain permission from District Administration before engaging in any activities, including the posting of fundraising requests or messages online. A staff member who receives permission to engage in fundraising activities must keep administration informed of all relevant fundraising activity, including an accounting of the money received and how the money raised was spent.

Section 10 Use of Social Media by School District Employees

School district employees are responsible for conducting themselves professionally, exercising appropriate judgment, and teaching and modeling high standards of behavior and civic values, regardless of location. This applies to employees' conduct and interactions with students and to material they post on personal web sites, blogs, and other social networking sites including, but not limited to, Facebook, Instagram, YouTube, Snapchat and Twitter. District employees are prohibited from inappropriate technological communication including but not limited to texting, online socializing or social networking (including but not limited to Facebook, Twitter, and Instagram, Snapchat), internet use, e-mail, blogging, or any other electronic communication that violates the 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").

Section 11 Confidentiality

Maintaining confidentiality is critical to the mission of Beatrice Public Schools and for the compliance with federal and state laws. The assigned duties and responsibilities of school district employees may involve the use of state data, school district data, and/or other information that is confidential. Information that must remain confidential is to be protected in compliance with applicable federal and state law, including FERPA (Family Education Rights and Privacy Act). All student and staff information is confidential and cannot be shared with anyone outside the school system without written permission from the parent/legal guardian. This includes extended family members. Student information should not be shared with other school personnel unless they have a professional or significant need for the information. If discussing student/staff issues at school, staff should take precautions to ensure other students or staff are not in the proximity to hear the information. Professional discussions should not occur in front of students. Violation of confidentiality is misconduct and may result in disciplinary action which may impact one's employment or additional legal liability on the part of the employee.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

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

Section 2 Teaching to Student Understanding to Assure Learning

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

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

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the electronic grade book. A sufficient number of grades must be recorded in the electronic grade book to justify all

quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Reconsideration of Grades/Marks

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

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

Transfer Grades. A student transferring into the Beatrice Public Schools at the fifteen-to eighteen-week time period may have all grades on a transcript from an accredited school be accepted for semester credit. Before transfer grades are accepted for credit the Principal must approve them.

Reports to Parents. Grades and credit are assigned on a quarter or semester basis. Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, second quarter, third quarter, and fourth quarter.

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

Teachers are to keep parents/guardians informed of the progress of their student. At a minimum mid-quarter grade reports are sent to parents during each quarter. Additional reports and/or notes should be sent to parents/guardians on an as needed basis as determined by the teacher. The reports and/or notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. Teachers should, in all cases, plan to keep on file duplicate copies of the notes, which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter grade reports are sent to parents during each quarter.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents/guardians of students regarding student achievement and learning. To this end, first and third quarter Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory unless the teacher has been excused to sponsor a school activity. The schedule setting forth the dates and times for the Parent-Teacher conferences will be listed on the school calendar.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books, which include all student assignments, work or tests.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

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

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

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sandclub, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 3-1/2 inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than are typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district. Using the computer network and the Internet, teachers agree to follow board policy 1323 and AR-1323.1. Any violation of any part of the board policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, termination or appropriate legal action.

Section 5 Use of School Facilities

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

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

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property.

Section 8 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Principal.

Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 9 Security of Desks and Lockers

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

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

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

Section 10 Video Surveillance

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

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

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Section 12 Copyright and Fair Use Policy

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

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

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

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair."

Section 13 Lost and Found

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

Section 14 Safety

Safety Program and Safety Committee

The District has established a Security and Crisis Plan, which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Security and Crisis Plan. Every teacher is given a copy of the Plan. If a teacher does not have a copy of the Security and Crisis Plan they should immediately contact the building Principal.

Safety Practices

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Administration.

Approved safety glasses will be required of every student and teacher while participating in or observing lab classes (such as vocational, technical, industrial technology, science, art classes, etc.) whenever there is a danger of eye injury.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices including use of seat belts by all occupants. Teachers are not to use cell phones while transporting children. If a teacher must use a cell phone they are to safely pull over and stop the vehicle. The auto insurance carrier of teachers who use their personal vehicle to transport students or do other District business will be first responsible for damages or injuries that may result from an accident.

Accidents

Every accident, which results in a personal injury, must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

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

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

Office for Civil Rights 8930 Ward Parkway Suite 2037 Kansas City, MO 64114 816-268-0550 FAX: 816-823-1404; TDD: 800-437-0833	The U.S. Equal Employment Opportunity Commission (EEOC) 1801 L Street, N.W. Washington, D.C. 20507 (800) 669-4000; TDD: (800) 669-6820
---	--

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Beatrice Public Schools, 320 N. 5th Street, Beatrice, NE 68310, 402-223-1500.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or	High School Assistant

	harassment based on sex; gender equity	Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Coordinator
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

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

Preventing Harassment and Discrimination

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

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

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

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

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in

the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

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

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

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

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to

persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Disclosure of Staff Qualifications

The Every Student Succeeds Act (ESSA) gives parents/guardians the right to get 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:

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

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

Section 6 Student Privacy Protection

The Every Student Succeeds Act (ESSA) requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook.

Section 7 Homeless Students

The Every Student Succeeds Act (ESSA) requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 8 Breakfast and Lunch Programs

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