

# PERSONNEL

## ALL CERTIFIED STAFF PRESCHOOL CHECKLIST:

1. **Teaching Certificates:** Register certificates in the superintendent's office. All new and current staff members must have a valid teaching certificate on file in the superintendent's office.
2. **Credentials:** New teachers should check with the superintendent's office to see that credentials are on file.
3. **Transcripts:** An updated copy of college transcripts showing all advanced classes completed to date must be on file in the superintendent's office. This document is necessary for verification of advancement on the salary schedule.
4. **Teaching Contract:** Check the teaching contract for accuracy of assignments and salary. Notify the superintendent's secretary if discrepancies are found.
5. **Financial documents:** Complete all insurance forms, salary withholding information and income tax documents.
6. **Classroom Equipment:** Check classrooms to make sure there are enough chairs and/or desks for larger classes. After schedule changes have been completed, extra chairs can be removed.
7. **Teacher's Yearly Report:** All teachers need to complete the teacher's yearly report document at the conclusion of every school year. This report is due to your building principal before you are checked out of school for the summer.

## ASBESTOS – Presence Within District Buildings

The Institute for Environmental Assessment was requested by Fort Calhoun Community School District #3 to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. In addition, the Institute for Environmental Assessment has performed a re-inspection in February 2004 as required by the AHERA regulations. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of District buildings during the re-inspection, we prepared an updated management plan for each building, a copy of which is maintained along with the initial plan at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust like fibers and inhaled.

The District implemented its management plan as of July 9, 1989, and has been conducting a six-month periodic surveillance of all asbestos-containing building materials. This periodic surveillance and the re-inspection are conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials. **The detailed plan and updated information for each building, or for the entire district, is open to public review. If you have any questions, please contact the District's Asbestos Program Manager, Dr. Don Johnson at 402-468-5591.**

## **DETENTIONS – Grades 9-12**

Every certified staff will be assigned a minimum of one week after school detention per year.

## **EXTRA DUTIES**

Staff members will be asked to supervise student activities and will be compensated according to the Professional Negotiations agreement. Teachers are encouraged to sign up for ticket taking, game supervision, and other duties for school activities through out the year. Two music programs are assigned during the school year. Each teacher is expected to serve at least three duties for the athletic programs. It is expected that teachers will help out from time to time during after school hours without extra compensation. Comp time is provided on early dismissal Fridays when no in-service is scheduled as well as early dismissals that occur during various holidays. You are strongly encouraged to attend other evening events involving students. If you wish to be paid for meetings outside the school day, a professional day form must be submitted. For admission to athletic events a Capitol Conference pass is available. This is NOT transferable to anyone. The Capitol Conference pass will not be honored at invitational tournaments and District or State activities.

## **IN-SERVICE DAYS**

In-service times are scheduled throughout the school year. See the school calendar for dates.

## **LINE OF LEADERSHIP (also see Appendix 4005 Communications Channels)**

1. The superintendent is the chief school officer responsible directly to the Board of Education.
2. The superintendent is granted authority to administer and supervise the total school services, while providing the best educational services possible with existing facilities and budget allowance.
3. The superintendent, with delegated authority, may assign principals to the high school or grade school.
4. Teachers and other employees are responsible primarily to the building principal and superintendent.

## **MASTER AGREEMENT**

A master agreement is developed each year through the collective bargaining between representatives of the Board of Education and the Fort Calhoun Education Association. Terms of employment are listed in the agreement. Copies of the agreement will be made available as soon as the agreement has been finalized.

## **PAYMENT OF SALARIES**

Regular employee salaries are payable the 20<sup>th</sup> of each month. If the 20<sup>th</sup> of the month falls on a weekend or legal holiday, the employee salaries are payable the last day prior to the weekend or the legal holiday.

## **PROFESSIONAL ORGANIZATIONS**

All professional teachers are encouraged to take advantage of the opportunity to join and support their own professional organizations.

## **SUBSTITUTE TEACHER**

When a teacher is absent, the administration will try to get a substitute. If a substitute cannot be found, teachers will be assigned by mutual agreement to fill in. You will be paid for each class not to exceed one period per day. Teachers who fill in should keep a record of when they substituted and make sure they give the principal their substitution dates.

## **SUBSTITUTE TEACHER FOLDER**

Have the following items need to be available in your substitute teacher folder:

1. Lesson plans
2. Class schedule
3. Seating chart

## **TEACHING AS A CAREER**

The fact that you have chosen teaching as a career reflects your concern for the growth of young people. It is a proven fact that students learn more by example rather than word, so it becomes increasingly important to conduct yourself in a professional manner. Being a good teacher requires that you strive for consistency, both in your handling of discipline and in your day to day organization of classes. Last, but not least, constantly strive to improve your skills as a classroom teacher and valuable member of the Fort Calhoun staff.

## **PROCEDURE**

### **ADMINISTRATION OFFICES**

The office is open at 7:00am Monday through Friday. Under no circumstances should a staff member tamper with private desks, computer files, or the school files in the administration offices.

### **ANNOUNCEMENTS/DAILY BULLETIN/INTERCOM – Junior/Senior High School**

Announcements **will** be made over the intercom only when necessary and only by designated staff. *Contact one of the library personnel before 8:30 Monday-Thursday and 8:15 on Fridays with a written note or via e-mail for any daily announcements.* Teachers could reiterate any events or announcements at the end of 9th period themselves, if need be. Afternoon announcements will be read at 3:05pm only if there is something that affects events after school. Announcements are available on the school web page.

### **ASSEMBLIES AND GUEST SPEAKERS**

Secondary: All teachers must attend all convocations and pep rallies. Teachers must be in attendance to help with supervision. All speakers or guests for convocations and special assemblies or meetings are to be approved by the administration and should report to the office upon entering the building.

### **BUILDING SECURITY**

Whenever you leave the building after regular hours, please check the door to be sure it has locked behind you. All student activities must be sponsored - if you have been sponsoring students, make sure they leave the building before you lock the door.

### **CARE OF SCHOOL PROPERTY**

It is the duty of every teacher to protect all school property and report all cases of damage, accident or defacing of desks, tables, walls or chairs. All fines are paid in the office.

Books used in your classes should be checked out properly. Book record sheets are provided and should be used. After books are checked out, please complete the book record sheet and give it to the office. A copy will be given back to you. Teachers are responsible to assess fines at the end of the course and the students pay in the office. Insist that all books are covered. Keep your classroom picked up and orderly at the end of each day.

## **CHAIN OF COMMAND**

<b>Chain of Command for Parent Questions</b>					
<i>Who should I contact?</i>					
On occasion, a parent may have a concern, complaint, suggestion or request related to a school decision or policy. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.					
<b>PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART</b>					
<b>Area of Concern</b>	<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
Athletics	Coach	Athletic Director	Principal	Superintendent	
Athletics Facilities	Athletic Director	Maintenance	Principal	Superintendent	
Athletic Injuries	Coach	Trainer	Athletic Director	Principal	Superintendent
Business Office	Principal	Business Director	Superintendent		
Curriculum	Teacher	Instructional Leader	Principal	Superintendent	
Instruction	Teacher	Principal	Superintendent		
Facilities	Building Custodian	Head Custodian	Maintenance Supervisor	Principal	Superintendent
Guidance	Counselor	Psychologist	Principal	Superintendent	
Special Education	Case Manager	Teacher	SPED Director	Principal	Superintendent
Student Affairs	Teacher	Assistant Principal	Principal	Superintendent	
Computer/Hardware Problem	Teacher	Tech Aid	Technology Director	Principal	Superintendent
Computer/Software Program	Teacher	Tech Aid	Technology Director	Principal	Superintendent

## **CLASSROOM MANAGEMENT**

Classrooms shall be conducted in a disciplined atmosphere in order to promote a positive learning environment and protect the rights of students. Therefore, when a student enrolls in your class, they are to assume the following obligations:

- a. To be present and on time each day, unless they have a valid reason to be absent.

- b. To be in their assigned seat promptly.
- c. To complete each assignment on time.
- d. To give all their attention in class.
- e. To participate in class discussions.
- f. To show special courtesy to everyone who sometimes serves at a personal sacrifice in order to help the student and the school.
- g. There shall be no insubordination tolerated on the part of any student.
- h. No disruptive behavior will be tolerated on the part of any student.
- i. Every teacher will be addressed by the last name, prefixed by the appropriate Mr., Mrs., or Miss.

Classroom management is the single factor that results in the failure of more teachers than all other factors combined. Adequate control of students is the foundation for effective teaching. Weak discipline is highly correlated to disorder. The ability of the entire staff to maintain discipline can be compared to a chain; the total discipline is no better than the weakest teacher. If a student can get away with something under one teacher, he expects to do the same under other teachers. Consistency is the key to good discipline.

Good discipline is not accidental - - it is something that takes planning and control. It is easier for the good teacher to have naturally good discipline, but a teacher can maintain good discipline by working toward that goal. The following are suggestions for better control of students.

- 1. The teacher should become acquainted with and be constantly aware of the background of each pupil.
- 2. One must be firm from the beginning. To overlook little breaches of good citizenship is to invite trouble. DO NOT attempt to be "buddies" with the students. Keep your position in the proper perspective.
- 3. A timely rebuke for a minor infraction should be given; then the matter dropped.
- 4. Prevention is easier than a cure. Be far-sighted to foresee many of your difficulties.
- 5. Seating arrangements of a student as to conduct, or physical problems will solve some problems.
- 6. Students leaving the room for any purpose should take their planner with them.
- 7. The use of "nicknames" is strictly out. Call the student by his given name. We should also watch our own conversation between each other. Do not use first names for other teachers in the presence of students.
- 8. Students should be carefully watched in their use of ordinary study hall privileges.
- 9. Each teacher should be especially alert for little beginnings of poor citizenship and lack of application.
- 10. Too often teachers make it a point to condemn a student for a misdemeanor and yet never make a commending remark for good citizenship or the improvement in desirable qualities.
- 11. Speaking privileges can easily develop into serious problems if there is lack of supervision by the teacher.
- 12. Various physical elements such as: room temperature, seating, and ventilation will often create a minor student problem.
- 13. If distracting stimuli are present and can be quietly removed certainly it should be done.
- 14. Be sure the situation demands the attention that you are giving it.
- 15. The well-prepared and well-planned lesson preparation will do much to hold the interest of the students and thus eliminate some of your discipline problems.
- 16. A teacher who is late to class will often find a situation out of hand before he or she has had a chance to prevent the difficulty.
- 17. If adequate assignments are made, it will do much to care for free time of the students.
- 18. The use of ridicule, sarcasm, and irony are objectionable. They indicate a wrong spirit in the teacher and are likely to develop objectionable attitudes in the pupils. Their use as a means of

punishment are out of keeping with dignity which should characterize the relationship between the teacher and the pupil.

19. In general, one may say, restrictions should not be enunciated until the need has been shown.
20. Much of your trouble will disappear if you are cheerful, even tempered, patient, firm, businesslike, inspiring and easy to approach.
21. Before you reprimand a student, try to see through the situation to locate the cause of source of the difficulty.
22. Disorder and confusion will often disappear if routine matters are explained to the students so that they may know what is expected of them.
23. Delegating of responsibility is often helpful.
24. Schools are made for children or perhaps better still, for society.
25. To help transform an unruly school to an orderly one, the pupils must come to feel the compelling need of the work and the compelling need of this activity in the social setup.
26. As a teacher, you are first of all a guidance teacher, not a sergeant.

### **COMPUTER ROOM USE**

Any teacher who requires students to use computers during their class time is responsible for securing the room and for supervision of the room.

### **DISCIPLINE PROCEDURES (Classroom-Grades 7-12)**

In order to maintain a safe learning environment for all students the Fort Calhoun Junior-Senior High School has adopted a discipline program. This program provides a clear sequence of discipline steps so that all teachers are consistent in their efforts to discipline their students. Each classroom will have their small set of rules to follow. These rules will be posted in the classroom.

The classroom discipline sequence of consequences will be as follows:

First Violation	Verbal Warning
Second Violation	45 minute after school detention
Third Violation	Student sent to the office (office notified via intercom); parent contacted; assigned two 45-minute detentions.

A no show to a 45-minute detention will result in an automatic in school suspension the following day until 4:00pm. **SEVERE CLAUSE:** If a student violates a rule under the Code of Conduct the student can be subject to immediate in school suspension, out of school suspension or expulsion. Any in school suspension or out of school suspension that exceeds 1 full day will result in a two-calendar week extra-curricular activity suspension from all privileges or participation in extra-curricular activities for two calendar weeks, beginning on the date from which the violation has been substantiated, or the duration of any suspension or expulsion under the Code of Conduct whichever is longer. The student must continue to attend and participate in all practices during the suspension.

Once a detention period has been assigned, there will be no excuses except in cases of emergency. Only the Principal may excuse a student from a detention period. Any staff person or administrator may assign detentions.

### **DRESS AND APPEARANCE – 4041**

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

#### **I. Staff Expectations in Dress and Appearance**

##### **A. General Expectations in Dress and Appearance**

1. Certified staff, para educators, and office staff should generally dress in business casual attire that is clean and professional.

2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

#### **B. Unacceptable Forms of Dress and Appearance**

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
  - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
  - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
  - Shorts, except when teaching physical education class or at athletic or other activity practices.
  - Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
  - Hats, except when worn outside for sun coverage.
  - Rubber soled ‘flip flop’ thong sandals.
  - Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
  - Any attire which is immodest or may distract other employees or students in the learning environment.

#### **II. Enforcement**

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

### **EMERGENCY AND SAFETY**

#### **Fire Drill**

State law requires fire drills to be held. We will have periodical fire drills during the year. When you hear one continuous blast from the fire drill system, please exit your class by the nearest door to the outside.

Do the following:

1. Turn off all lights in your area.
2. Be sure all doors are closed.
3. Do not allow any talking or running together by the students.
4. Do not re-enter the building until the all clear has been sounded which is 2 short ringing of the bells.

#### **Tornado and Civil Defense Drills**

Tornado and civil defense drills will be conducted at the appropriate times of the year. An alternate sounding of the fire alarm will signal a tornado or civil defense drill. Simple rules to follow are:

1. Absolutely no talking at any time.
2. Students should move quietly and quickly to designated areas.
3. Doors and windows should be opened.

### **EVACUATION PLAN**

Police or administration will do evacuation via instruction.

In an emergency, schools must establish a safe area for parents to go to pick up their children. This area has been designated as follows: Fort Calhoun Junior-Senior High school will report to the Abiding Faith Baptist

Church and the Fort Calhoun Elementary will report to Schwertley Hall. In a typical release the following steps will be followed.

- a. Parents will report to the assigned area and give the name of their child/children.
- b. Picture I.D. will normally be required by the person in charge to insure the person requesting the child/children is a match to the student.
- c. A runner will go to the student assembly area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
- d. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- e. If the child is in the first aid area the parent will be escorted to that area for reunification with their child/children.
- f. Counselors, when available, will be located close to the first aid area in the event they are needed.

### **EXCUSES FOR SCHOOL SPONSORED ACTIVITIES AND FIELD TRIPS**

Teachers who will be taking students out of school for any reason are required to obtain authorization by an administrator. A list of students should be made available to all staff via email at least 2 days prior to the event. Be sure to plan field trips before April 15, otherwise they may not be authorized.

### **FIELD TRIPS - 6027**

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

#### **1. General Conditions**

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

#### **2. Parental Permission**

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

#### **3. Supervision**

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

#### **4. Student Conduct**

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **FORM LETTERS**

The building principal MUST approve any form letter sent out by a teacher on school stationery. School stationery should not be used for any correspondence that does not involve school business. All words should be checked for correct spelling. All letters should be proofread and neat.

### **FUNDRAISING ACTIVITIES**

No fundraising activities will be sponsored without the consent of the administration.

The administration discourages any fundraising activity that calls for door-to-door sale of goods.



### **GRADING SYSTEM (grades 7-12)**

The following grading system will be used. Use the letter grade on the report cards.

A	100 to 94	4.00	C	81 to 78	2.00
B+	93 to 90	3.33	D+	77 to 74	1.33
B	89 to 86	3.00	D	73 to 70	1.00
C+	85 to 82	2.33	F	below 70	0.00

### **GUIDANCE SERVICES (grades 7-12)**

The guidance service has been set up for all students and staff members. Staff members should be familiar with services offered to students, as well as themselves.

### **HALLWAYS AND SUPERVISION**

Please help monitor students at all times. Anytime you are around students, they are under your supervision. Teachers are to be in the hallways or at the door to your room during the time classes are changing. Please greet students as they arrive in the building

### **HANDBOOKS**

Teachers should be familiar with the contents of the parent-student handbook. Teachers are expected to enforce the rules of the school.

### **HOMEWORK REQUEST - Late Assessment Policy (grades 7-12)**

-Once an assignment is late a student will receive a reduction of 10% of the final grade they earned for that late assessment.

-Students will continue to receive a 10% reduction if an assignment is turned in within a 5 school-day grace period.

-After the grade period of 5 school days, students will then receive 50% of the credit they earned on the late assignment up until the assessment piece (test, project, or paper) is completed. After the summative assessment piece is given, students may receive a 0 for the incomplete assignment.

\*Junior high students may receive 50% credit up to the end of the semester because of the "Reward-Recovery" system.

\*The HELP system has been amended to include the option for teachers to assign HELPs for any student with a missing assignment, regardless of their grade. However, teachers will still be required to assign HELPs for students with missing assignments in a class where the student is earning a D or an F.

\*Assessments include: Homework, quizzes, projects, tests, and papers.

### **HOURS ON DUTY**

All teachers are required to be on duty from 7:45am to 3:30pm of each school day, except Friday, which is 7:45am -2:30pm and vacation and in-service days when times will be announced. Teachers should be in their respective areas by 7:45am to assist students.

### **ILLNESS – STUDENT**

When students become ill, they must be cleared through the building principal before they leave the school. Parents must be notified of their child's illness. When students return to school, they must have an admit from the office before they attend your class.

### **ILLNESS - TEACHERS**

If you are ill and unable to come to school, please notify your respective building principal immediately: Jerry Green, high school principal=402-468-5480 (H), 402-616-9069(C); Drew Wagner=402-468-4258 (H), 1-(712)-898-7661(C).

### **INCOMPLETE GRADES- Junior-Senior High School**

All “incompletes” must be made up within the five school days by the end of the semester. If the incomplete work has not been made up within that time period, the grade will be converted to a failing grade.

### **INCOMPLETE HOMEWORK- Junior-Senior High School**

In accordance with the HELP (Homework Enrichment Learning Program) teachers will update grades weekly. Teachers who assign students to the HELP are required to assist the student at the start of the session.

### **KEYS/FOBS**

Teachers are provided with keys for their area. They are not to be used to enter another faculty member's area. They are not to be loaned to students at any time.

### **LEAVING SCHOOL - STUDENTS**

If a student must leave school, advise the student to go to the office and get permission from the principal or principal designee to leave. NO student has permission to leave school without clearance through the building principal.

### **LEAVING SCHOOL - TEACHERS**

Under no circumstances are teachers to leave the premises without permission from the administration. Teachers in the separate buildings are particularly asked to cooperate with this plan.

### **LESSON PLANS**

All teachers will be required to have their lesson plans updated weekly on their web page. Lesson plans are necessary inasmuch as they serve as a guide for the planning and organizing of instruction. Long and short-term objectives should be developed prior to the beginning of each semester to insure an orderly and meaningful progress of learning experiences.

### **LUNCH LEARNING OPPORTUNITY – Grades 7-8**

This program provides an opportunity for students who are having difficulty with homework assignments to get additional help from teachers. Students who come to class without assignments adequately completed will be required to attend lunch detention the next day. If a student gets the homework done before school of the next day, they will be excused from the lunch detention. It will be up to the individual teacher to decide what “adequately completed” is and also how much the homework should be docked for being late. In the lunch detention, students eat their own lunch if they brought one, or a school sack lunch if they were to buy a lunch (no ala carte). They will be expected to show up to detention on time, sit quietly, eat their lunch and complete their assigned homework. If the student does not have an assignment completed after 5 school days a zero may be recorded for that assignment.

### **MAIL/EMAIL**

Each teacher should check her/his mailbox/email twice a day for important bulletins. The general mail will be out by midmorning.

### **MEDIA RELEASES**

If you are responsible for an activity or organization and would like recognition contact the building principal or activities director.

### **MONEY**

**Do not leave money in your room.** It is to be kept in the central office. If you lose money you have collected, you will be expected to pay it yourself.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled twice a year. The conferences provide you an opportunity to discuss the progress of every student with their parents or legal guardians. This conference should be a positive experience for both you and the parents as you discuss their child's progress in your academic area.

### **PEP RALLIES**

Pep rallies will be held when requested, but only one per week maximum. Fifteen minutes during the day will be used.

### **POSTERS AND PICTURES**

Posters, pictures, or articles on the walls/bulletin board must meet approval of the building principal. **ABSOLUTELY NO SCOTCH TAPE ON WALLS. PLEASE USE MASKING TAPE TO POST ITEMS. STAPLES MAY BE USED ON BULLETIN BOARDS.**

### **PROGRESS REPORTS (Junior-Senior High)**

Teachers will submit progress reports every 2 weeks for those students with a failing grade. Progress reports can be sent at any time during the grading period that you feel would be appropriate. Communication with parents, either with the forms or a phone call is one of the greatest assets that a teacher can develop. You are to complete the progress reports and give them to the office. The office will mail one copy home and one will be kept on file at the school office.

### **PURCHASE ORDERS**

All purchases in the name of the school district will be arranged for through the building level administrator with final approval given from the superintendent's office. Purchases made without prior administrative approval may be the responsibility of the staff member. If you wish to make a purchase for your department, come to the office and get a blank purchase order. Any item that amounts to a relatively large purchase will have to be purchased next year so we can allow for it in the budget.

All of the activity fund monies are kept in the activity account. You can check the financial status of your activity at the central office. All purchases, activity or district, must be accompanied by a completed purchase order. If this is not done, the person ordering may have to pay for the order.

No personal purchases are to be charged to the school.

**RETURN FROM TRIPS**

Sponsors returning students from trips are required to let any student in the school who may want to call their parents. Make sure doors and lights are taken care of before leaving the building. **Do not leave students unattended in the building and make sure all students have left before leaving yourself.**

**REQUEST TO CONTACT PUPILS**

Any person other than a school employee who comes to the school to talk or take a pupil with them must obtain permission of the principal prior to contacting the pupil.

**SALES REPRESENTATIVES**

Teachers are not allowed to visit with representatives unless it is during their planning period or unless they have special permission from their principal to do so. Please advise any salesmen that call on you of this policy and if they want your business, they will attempt to set up their schedule accordingly. This refers to salesmen who are selling school-related supplies. School employees shall not visit or discuss business matters of a personal nature with any business representative during the hours the employee is on duty in the school except by special permission from their supervising principal or superintendent.

**SCHEDULING**

Do not schedule any activity until you have discussed it with the building principal and/or activities director.

**SCHOOL ACTIVITIES**

You are urged to attend student activities. The teacher that takes an interest in the student both in the classroom and the activities outside the classroom will find the student more receptive to your ideas and interests.

**SCHOOL CANCELLATIONS**

**Severe Weather and Closing Information**

The Fort Calhoun Community Schools will use these media outlets for weather-related school announcements and also the Alert Now system:

<u>Television</u>	<u>Radio</u>	<u>Fort Calhoun Web Page</u>
KMTV	KFAB, 1110AM	fortcalhounpioneers.org
FOX 42		
KETV		
WOWT		

**SCHOOL DANCES**

No more than two high school dances a semester will be allowed. The dance schedule for the year will be developed by sponsor request. Junior high dances will be the sole function of the junior high sponsors, but could include sponsorship by a high school class as a fundraiser. The maximum number of the junior high dances will be one per semester.

**SCHOOL PICTURES**

Individual pictures of students and teachers are scheduled per semester (see school calendar for dates). Group pictures will be taken periodically during the school year for the yearbook and newspaper. Schedules for all pictures will be arranged and announced.

### **SENDING STUDENTS TO THE OFFICE**

In most situations, you as the classroom teacher will deal with the student. If, however, you feel the student needs to be removed from the class due to disruptive behavior the following procedures should be followed:

1. Teacher notifies the principal/office over the intercom that a student has been sent.
2. Student will be required to complete a questionnaire.
3. Follow-up documentation from the teacher either verbal or written will be given to the principal at the end of the class period.
4. Principal will evaluate student and teacher input (verbal & written).
5. Principal will assign the student the appropriate discipline and contact the parent.
6. Principal and or teacher will contact the parent.

### **STAFF MEETINGS**

Superintendent post-board meeting report will be at 7:30am and 3:15pm on the day after the board meeting. All staff members are invited to attend at least one of the designated superintendent meetings.

Principal meeting will be at 7:45am or following the superintendent's report each month of school.

**This meeting is mandatory unless previously excused.** Arrange your calendar so that you will be present.

There may be special staff meetings after school if the occasion should arise. Elementary staff meetings will be scheduled on a monthly basis.

### **STUDENT MAKE-UP POLICY**

**Each teacher has the responsibility of seeing that students who miss class arrange to make up that work within a reasonable time or receive a reduced grade for the work missed.** Reasonable time will be interpreted as being twice the number of days missed. Students absent for a valid reason should be allowed to make up work and receive credit for the same. In cases where the student has an unexcused absent admit, the teacher may give a reduced grade.

### **STUDY HALL REGULATIONS-STUDENTS – Junior High Only**

A student's non-classroom hours during the day are spent in study hall. Books and other materials needed for study are to be taken there at the beginning of the period. Each student is assigned a regular seat. Students not in an assigned seat, when the bell rings, will be reported as tardy. Talking will not be permitted in study halls without the permission of the study hall teacher. Students may check out of the study hall to use the library. Study hall teachers will explain all study hall rules to the students. Remember, this time is set aside for study. A few general study hall rules are listed.

1. Students should be on time getting to study hall. No passes will be signed until they are called for.
2. The student will be required to sign out and in on a class record sheet when leaving class for the rest room or library.
3. People going to the library should go for research or periodical reading only. There is to be no visitation in the library. Students sent back to study hall will lose library privileges for one week; a second offense will result in permanent loss of library privileges.
4. Students should bring homework and books; no one will be allowed to sleep and/or sit idle.

### **TELEPHONE**

The office telephones are intended for business use only. Please do not tie up the phone for social visits.

Teachers and students will not be called to the telephone from classes except in cases of emergency.

Employees can make a long-distance call by using their access code. Please refrain from using the school

phones to make personal long-distance calls - you may be held responsible. Staff should not be using their cell phones when students are present in the classroom.

### **TELEPHONE and E-Mail ETIQUETTE**

Teachers are encouraged to use the telephone and e-mail in a businesslike manner. Proper courtesy and etiquette while using the phone and or e-mail is necessary to insure a good relationship with parents.

### **USE OF SCHOOL VEHICLES FOR TRANSPORTATION TO SCHOOL EVENTS- REFER TO BOARD POLICY 4061 page 25**

NO STUDENT WILL DRIVE A CAR TO ANY SCHOOL ACTIVITY.

Reservations – when you need to use any school vehicle, you need to complete a bus/van use form. **This request form is required five (5) working days prior to the date the vehicle is needed.** Please add to the form the time you will be planning on returning to the school. The completed use form should be given to the principal for approval and will then be placed on the calendar. If there is a conflict in scheduling the use of the bus/van the administration will decide if the trip warrants the payment of mileage.

Usage - the van is to be used for school business. Passengers are to be school personnel or students of Fort Calhoun Community School. The van keys are to be returned to the transportation director or an administrator upon returning to Fort Calhoun. Exceptions to these regulations must have an administrator's or transportation director's approval.

Maintenance - the general maintenance, such as changing oil and greasing, will not be your responsibility. However, gassing, having the oil checked and the **cleanliness of the interior will be the responsibility of the driver. Vehicles should be locked at all times.**

If you have an accident which involves another vehicle, be sure you provide office personnel the following information; driver's name and address, his insurance company, vehicle license number, drivers license number, and report it to a law enforcement agency.

### **USE OF SNIFFING DOGS – REFER TO BOARD POLICY 3045**

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

### **USE OF THE OFFICE PHOTOCOPIERS**

Photocopying request slips are found in the teachers' lounge. Request for photocopies should be handed in at least 2 days prior to the time needed. Be sure to use the photocopy machine as opposed to the printers when several pages need to be duplicated.

### **VISITORS**

- All visitors must report to the office upon entering the building.
- Arrangements to contact students must be made through the office.
- Students are not allowed to bring other students, relatives, and/or friends to the high school to spend part or all of the day.
- Students who wish to enroll must be accompanied by parents/guardians.
- Students should contact a staff member or office personnel immediately if they see anyone who is not authorized to be in the building.

**VISITATIONS TO THE CLASSROOM BY PARENT(S)**

- Parents must make arrangements for classroom visits ahead of time with the building principal.
- Parents may observe but may not interfere with the teaching or the learning environment.
- Visits should be kept to a minimum to alleviate disruptions to the learning environment.

## APPENDIX

**Assessment of Fees – 5045, page 17**

**Audio and Video Recording – 5063, page 20**

**Communications Channels – 4005, page 21**

**Corporal Punishment – 4018, page 21**

**Drug Free Workplace – 4002, page 21**

**Evaluation of Instructional Staff – 4030, page 22**

**Internet Safety and Acceptable Use – 4012, page 23**

**Parental Rights in Regard to Review of Directory Information – 5017, page 24**

**School Vehicle Use – 4061, page 25**

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**Social Media Use – 4051, page 26**

**Student Records Access – 5016, page 28**



## **ASSESSMENT OF FEES FOR STUDENTS ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS - 5045**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post- secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

#### **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

#### **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

#### **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project. The maximum dollar amount charged by the district for course materials shall be:

- |                                 |          |
|---------------------------------|----------|
| • Art Classes                   | \$20.00  |
| • Industrial Technology Classes | \$400.00 |
| • Robotics                      | \$50.00  |
| • Woods (8 <sup>th</sup> Grade) | \$20.00  |

## 5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$30.00 Covers admission to all home extracurricular events
- Future Business Leaders of America \$25.00
- National Honor Society \$10.00
- Cheerleading and Dance Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,400.00
- Football Students must provide their own football shoes, undergarments, and mouth guards. The maximum dollar amount charged by the school district for these items will be \$400.00
- Golf Students must provide their own golf shoes, undergarments, and clubs. The maximum dollar amount charged by the school district for these items will be \$600.00
- Softball and Baseball Students must provide their own shoes, gloves, and undergarments. The maximum dollar amount charged by the school district for these items will be \$200.00
- Track, Volleyball, Wrestling, The Cross Country, Basketball maximum dollar amount charged by the school district for these items will be \$150.00
- SkillsUSA Student must purchase their own jackets. The maximum dollar amount charged by the school district for these items will be \$25.00
- Drama \$25.00
- Speech \$50.00
- Quiz Bowl \$50.00
- Spanish Club \$30.00
- POPP (Pioneers Overcoming Peer Pressure) \$10.00

## 6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The maximum dollar amount of post-secondary education charged by this district shall be \$325.00.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. Bus service is available to option students on a first-come, first-serve basis. The charge for this service is \$300.00 per family per year.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records. The district does not charge for reproduction of student records.

9. Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to Statute. The maximum dollar amount charged by the district for these services shall be \$130.00 monthly.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$50.00 per class.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from the a la carte meals lines, a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:	
Breakfast Program – Grades K-6	Breakfast Program – Grades 7-12
Regular Price \$1.50	Regular Price \$2.00
Reduced Price .30	Reduced Price .30
Lunch Program – Grades K – 6	Lunch Program – Grades 7-12
Regular Price \$2.25	Regular Price \$2.60
Reduced Price \$.40	Reduced Price \$.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- |                           |   |
|---------------------------|---|
| • Band                    | Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers. The maximum dollar amount charged by the district for these materials will be \$150.00 |
| • Vocal Music/Swing Choir | Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00                           |

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$70.00.

### **C. Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal and a written request for each fee they wish waived.

### **D. Distribution of Policy**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

### **E. Voluntary Contributions to Defray Costs**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

### **F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

### **G. Student Fee Fund**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

## **AUDIO AND VIDEO RECORDING - 5063**

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

**Recordings Made by The District.** The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

**Prohibited Recordings by Students.** Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or

other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies.

**Permitted Classroom Recordings by Students.** Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Permitted Non-Classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

### **COMMUNICATION CHANNELS - 4005**

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

### **CORPORAL PUNISHMENT - 4018**

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

### **DRUG-FREE WORKPLACE - 4002**

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

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

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring.

Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

### **EVALUATION OF INSTRUCTIONAL STAFF – 4030**

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year.

If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

## **INTERNET SAFETY AND COMPUTER USE - 4012**

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

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use**

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

#### **B. Unacceptable Use**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use chat rooms, message boards, or instant messaging.
4. Staff shall not use school computers or district internet access to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as Bit Torrent.
5. Staff shall be mindful of the limitations placed on the use of public resources for things such as lobbying or political advocacy. If a staff member has questions about these limitations, they should consult with the superintendent or designee.
6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

### **II. School Affiliated Websites**

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

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

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

### **III. Enforcement**

#### **A. Methods of Enforcement**

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

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Comment [1]:

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

**PARENTAL RIGHTS IN REGARD TO REVIEW OF DIRECTORY INFORMATION  
OF STUDENTS ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS -  
5017**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including student's cell phone number
- E-mail address
- Date and place of birth
- Date of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and award received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work, which may be published onto the Internet
- Classroom assignment and/or homeroom teacher
- Student ID number, user ID, or other unique personal identifier used by the student for the purpose of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factors known or possessed only the authorized user.

Directory information does not include a students' social security number

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.



## SCHOOL VEHICLE USE - 4061

### Pupil Transportation Vehicles

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website ([www.education.ne.gov](http://www.education.ne.gov)). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

### School Vehicles Other Than Those Transporting Students

School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

**Driver Qualifications.** School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.
- School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3<sup>rd</sup> or subsequent offense;
- If the citation or conviction occurred within the last 5 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

**Electronic Communication While Driving.** Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

**Tobacco, Alcohol, and Controlled Substances.** The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

**Traffic Accidents, Infractions, Violations, or Citations.** School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

### **SEXUAL HARASSMENT - 4014**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment.

Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

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

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

### **SOCIAL MEDIA USE FOR STAFF AND DISTRICT - 4051**

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

#### **I. Personal Versus School-Affiliated Social Media Use**

##### **A. Personal Social Media Use**

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

**B. School-Affiliated Social Media Use**

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

**II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use**

**A. General Use and Conditions**

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

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

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

**B. Acceptable Use**

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

**C. Unacceptable Use**

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

### **III. School-Affiliated Digital Content**

#### **A. General Use and Conditions for School-Affiliated Accounts**

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

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

#### **B. Moderation of Third Party Content**

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

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

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

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

### **STUDENT RECORDS - 5016**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general, "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Powerschool.™

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include para-educators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.