

- E.2.1 USING SICK LEAVE FOR ILLNESS (12)
- E.3 USING AND RECORDING SICK DAYS USED FOR PERSONAL LEAVE (12)
 - E.3.1 PERSONAL LEAVE RESTRICTIONS (12)
- E.4 VACATION DAYS-ASSIGNING AND ACCRUING VACATION DAYS FOR 12 MONTH EMPLOYEES (12)
 - E.4.1 VACATION DAYS-USING AND RECORDING (12)
 - E.4.2 VACATION DAYS RESTRICTED (12)
- E.5 HOLIDAY LEAVE FOR 12 MONTH EMPLOYEES (12)
- E.6 OTHER LEAVES (INITIALING) AND RESTRICTIONS (12)
 - E.6.1 CITIZENSHIP LEAVE AND RESTRICTIONS (12/13)
 - E.6.2 INSERVICE LEAVES (13)
 - E.6.3 NON-COMPENSATED LEAVES (13)

F. CLASSIFIED BREAKS FROM WORK/RESTRICTIONS (13)

- F.1 NINE (9) MONTH EMPLOYEE BREAKS (13)
 - F.1.2 RESTRICTIONS FOR TEACHER AIDES (13)
- F.2 TWELVE (12) MONTH EMPLOYEE BREAKS (CUSTODIANS AND BOOKKEEPER) (13)
 - F.2.1 "SWING CUSTODIANS" (AFTERNOON EVENING) BREAKS (13)
 - F.2.3 SMOKING BREAKS RESTRICTIONS AND DISTRICT LIABILITY (14)

G. EMPLOYEE BENEFITS (14)

- G.1 HEALTH INSURANCE (14)
- G.2 LONG TERM DISABILITY (14)
- G.3 WORKMAN'S COMPENSATION (14)
 - G.3.1 REPORTING INJURIES (14)
- G.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) (14)

H. OTHER EMPLOYMENT RELATED ISSUES (14)

- H.1 AUTHORITY TO MAKE COMMITMENTS FOR DISTRICT (14)
- H.2 WORK ATTENDANCE/ESSENTIAL FUNCTION (15)
- H.3 OUTSIDE EMPLOYMENT (MOONLIGHTING) (15)
- H.4 ADDRESS AND PHONE NUMBER REQUIRED (15)
- H.5 CLASSIFIED EMPLOYEES WHO SPONSOR ACTIVITIES (15)
 - H.5.1 ACADEMIC ALL-STATE RESPONSIBILITIES (15)
- H.6 EMPLOYEE CONDUCT AT ACTIVITIES AND/OR PRACTICE SESSION (15)
- H.7 ACTIVITY PASSES REQUIRED FOR EMPLOYEE'S CHILDREN (15)
- H.8 CLASSIFIED DRESS FOR REGULAR SCHOOL DAY AND ACTIVITIES (15)
 - H.8.1 DRESS RESTRICTIONS (15)
- H.9 CONFIDENTIALITY (16)
- H.10 SCHOOL NEW RELEASES (16)
- H.11 PROTECTION OF SCHOOL PROPERTY (16)
- H.12 DISTRICT STAFF AND THEIR OWN NON-ENROLLED CHILDREN (16)
- H.13 OVERRIDE PASS WORDS FOR NETSWEEPER (16)
- H.14 BEFORE SCHOOL SUPERVISION RESPONSIBILITIES (16)
- H.15 PROFESSIONAL BOUNDARIES-RELATIONSHIPS WITH STUDENTS (16)

I. BUSINESS RELATED ISSUES (17)

- I.1 DISTRICT TELEPHONE USAGE (17)
 - I.1.1 USE OF LAND LINE PHONE (17)
 - I.1.1 USE OF DISTRICT'S CELLULAR PHONES (17)
 - I.1.3 PERSONAL CELL PHONE USE DURING WORK HOURS (17)
- I.2 USE OF PURCHASE ORDERS (17)
- I.3 DISTRICT CREDIT CARDS (17)
- I.4 USE OF SCHOOL COPIERS/ACCESS CODES/PERSONAL USAGE (17)
- I.5 BUSINESS ON SCHOOL PROPERTY (18)

- I.6 RECEIVING AGENTS, SALESMEN AND OTHER BUSINESS REPRESENTATIVES (18)
- I.7 BUSINESS TRANSACTIONS BETWEEN SCHOOL AND STUDENT PERSONNEL (18)
- I.8 BUSINESS ON SCHOOL PROPERTY—COLLECTION OF MONEY (18)
- I.9 GIFTS TO SCHOOL PERSONNEL FROM VENDORS (18)
- I.10 SOLICITATION OF FUNDS BY SCHOOL PERSONNEL (18)
- I.11 ESTABLISHMENT OF SPECIAL FUNDS (19)
- I.12 DISTRIBUTIONS FOR CHARITABLE AGENCIES (19)

J. RELATIONS BETWEEN DISTRICT EMPLOYEES AND OTHER PEOPLE (STUDENTS, STAFF MEMBERS, PATRONS ETC) (19)

- J.1 CONFLICT RESOLUTION (19)
- J.2 ROOM MAINTENANCE—COOPERATION WITH MAINTENANCE STAFF (19)
- J.3 RELATIONSHIPS WITH STUDENTS (19)
 - J.3.1 CORRECTING INAPPROPRIATE STUDENT BEHAVIOR (19)
 - J.3.2 USE OF STUDENTS BY EMPLOYEES (20)
- J.4 REQUESTS TO CONTACT PUPILS OR REMOVE PUPILS FROM SCHOOL PREMISES (20)

K. COMMUNITY RELATIONS AND SCHOOL PERSONNEL (20)

- K.1 SCHOOL NEWS RELEASES (20)
- K.2 MEDIA VISITING THE SCHOOL (20)
- K.3 CONTACT WITH GOVERNMENT AGENCIES (20)
- K.4 COMMUNITY ARTICLES BORROWED BY THE SCHOOL DISTRICT (20)
- K.5 BORROWED ARTICLES THAT ARE DAMAGED, STOLEN OR MISPLACED (20)

L. PUBLIC AND CIVIC RESPONSIBILITIES (21)

- L.1 POSITIVE PUBLIC RELATIONS (21)
- L.2 POLITICAL ACTIVITIES (21)
- L.3 PARTICIPATION IN COMMUNITY LIFE (21)

M. SAFETY AND SECURITY OF SCHOOL PREMISES (21)

- M.1 UNATHORIZED VISITORS AT SCHOOL AND ON SCHOOL GROUNDS (21)
- M.2 FIRE DRILLS AND FIRE EXITS—FIRE ALARMS (21/22)
 - M.2.1 FALSE REPORTING OF FIRES AND PULLING FIRE ALARMS (22)
- M.3 TORNADO DRILLS (22)
 - M.3.1 TORNADO PLAN SEE PAGE (76)
- M.4 SCHOOL CLOSINGS AND EMERGENCY FAMILY NOTIFIER SYSTEM: (22)
- M.5 SCHOOL KEYS AND LOCKING DOORS (23)
 - M.5.1 MISUSE OF SCHOOL KEYS GUIDELINES (23)
- M.6 UNSUPERVISED STUDENTS IN SCHOOL BUILDING/POSSESSING EMPLOYEE KEYS (23)
- M.7 SCHOOL DISTRICT AUTHORITY TO SEARCH/DETECTION DEVICES (23)
- M.8 CONCEALED HANDGUN LAW AND SCHOOLS (23)

N. TRANSPORTATION RESPONSIBILITIES (24)

- N.1 STUDENT TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES (23)
- N.2 SIGNING OUT SCHOOL VANS (24)
- N.3 CARE AND MAINTENANCE OF SCHOOL VEHICLES (24)
- N.4 USE OF SEAT BELTS REQUIRED (24)
- N.5 STUDENTS RESTRICTED FROM DRIVING SCHOOL VEHICLES (24)
- N.6 USE OF SCHOOL VEHICLES FOR PERSONAL PURPOSES/RESTRICTED (24)
- N.7 BACKGROUND CHECKS FOR CERTAIN DRIVERS

O. RELATIONS WITH LAW ENFORCEMENT/GOVERNMENT AGENCIES (24)

- O.1 CHILD ABUSE AND/OR NEGLECT (25)
- O.2 COMPLAINTS INVOLVING THE AMERICANS WITH DISABILITIES ACT (SEE SUPERINTENDENT) (25)

P. MEDICAL AND HEALTH ISSUES (25)

- P.1 GENERAL HEALTH CONSIDERATIONS FOR PARENTS/GUARDIANS (25)
- P.2 LIFE THREATENING CONTAGIOUS DISEASES (25)

- P.3 CONTAGIOUS OF INFECTIOUS DISEASE (25)
 - N.3.1 CONTAMINATION OF SCHOOL EMPLOYEE (25)
- P.4 STUDENT ILLNESS OR INJURY AT SCHOOL (25)
- P.5 PRIVACY OF PROTECTED HEALTH INFORMATION (26)
- P.6 STUDENTS WITH ASTHMA OR SEVERE ALLERGIES/SELF MANAGEMENT PLANS (26)
- P.7 ASBESTOS CONTAINING BUILDING MATERIAL (ACBM) IN HPS (26)

Q. FORMS FOR CLASSIFIED STAFF USAGE (27)

- Q.1 REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE FORM (27)
- Q.2 PARENTAL PERMISSION FORM (28)
- Q.3 FIELD TRIP REQUEST FORM (29)
- Q.4 PURCHASE ORDER FORM (30)
- Q.5 ACCIDENT REPORTING FORM (31)
- Q.6 TEACHER AIDE LEAVE REQUEST FORM (32)

R. SELECTED POLICIES PERTAINING TO CLASSIFIED STAFF

- R.1 EQUAL ACCESS (33)
- R.2 SMOKING IN SCHOOL FACILITIES OR SCHOOL VEHICLES (34)
- R.3 LOCAL PURCHASING POLICY AND REGULATIONS (35)
- R.4 SEXUAL HARASSMENT POLICY (36 THROUGH 43)
 - R.4.1 COMPLAINT AND CONSENT TO INVESTIGATE (39)
 - R.4.2 GENERAL AUTHORITY TO DISCLOSE INFORMATION (40)
 - R.4.3 LIMITED AUTHORITY TO DISCLOSE (41)
 - R.4.4 STUDENT'S DENIAL TO BE ACCOMPANIED BY FACULTY MEMBER (42)
 - R.4.5 SEXUAL HARASSMENT GUIDELINES (43)

- R.5 DRUGS, TOBACCO & ALCOHOL POLICY (ADULTS) (44 THROUGH 46)
- R.6 INTERNET ACCEPTABLE USAGE POLICY/EMAIL VIRUS PROTECTION (47)
- R.7 CRIMINAL BACKGROUND CHECK POLICY (48-51)
 - R.7.1 INFORMATION RELEASE FORM (52)
- R.8 HARVARD DRIVER CERTIFICATION FORM-HAND HELD WIRELESS DEVICES (53)

S. CRISIS RESPONSE/SAFETY MANUAL (54 THROUGH 72)

- S.1 PURPOSE/OBJECTIVES/SCHOOL SAFETY TEAM (54)
- S.2 EXTERNAL REVIEW OF THE SAFETY AND SECURITY PLAN (55)
- S.3 FIRE DRILL PROCEDURE (56)
- S.4 TORNADO EMERGENCY AND BLIZZARD EMERGENCY (57)
- S.5 EVACUATION/ALTERNATIVE SCHOOL LOCATIONS (58)
- S.6 POTENTIAL SUICIDE CHECKLIST/INTERVENTION PLAN/FOLLOW UP (59)
- S.7 REPORT OF SUICIDE RISK (60)
- S.8 INTRUDER IN BUILDING AND HOSTAGE SITUATION (61)
- S.9 ABDUCTION OF STUDENT AND MEDICAL EMERGENCY (62)
- S.10 BASIC FIRST AID PRIORITIES AND CHEMICAL SPILL/TOXIC FUMES (63)
- S.11 BOMB THREAT (64) BOMB THREAT PROCEDURES (65)
- S.12 FACTORS TO CONSIDER BY SEARCHERS (66)
- S.13 CHRIS RESPONSE TEAM PLAN (67 THROUGH 71)
- S.14 GENERAL DISTRICT GUIDELINE (72)

T. CLASSIFIED BREAKS SCHEDULE (73)

TORNADO PLAN (PAGE 74)

Form A Background Check Sign Off (75)

Form B CLASSIFIED QUESTIONNAIRE (76)

Form C EMPLOYEE SIGNOFF CONFIRMATION FORM (77)

For staff and Board of Education information please see the Student Handbook on the HPS website.

A. DISTRICT PHILOSOPHY

A.1 MISSION STATEMENT

Harvard Public School, in Partnership
With Family and Community, Is Committed
To Providing Quality Educational
Opportunities For All Students To
Realize Their Potential As Lifelong Learners

A.2 BELIEF STATEMENTS: HARVARD PUBLIC SCHOOL BELIEVES:

1. Children are our greatest asset and top priority.
2. Education is a shared responsibility of the school, family and community.
3. Self-worth and self-respect are important.
4. Everyone should be treated fairly and with respect.
5. Students should be challenged according to their ability and learning styles, in a positive and safe environment, in a sound academic foundation with clearly identified expectations, and in open two-way communication between home, school and community

A.3 CERTIFIED STAFF GUIDELINES FOR DECISION MAKING

A.3.1 FIRST GUIDELINE—DECISION MAKING PRIORITIES: As District employees, we must understand that all decisions or actions we take must reflect the following philosophy (see A.3)

- (1) the needs of the district's students will receive first priority or consideration
- (2) the needs of the School District will receive second priority or consideration
- (3) the needs of personnel will receive third priority or consideration

KIDS!!—DISTRICT!!—PERSONNEL!! Without (1) or (2) we don't need (3)

The worst mistake we can make as an employee is to feel we are of more value or importance than the students or the school district itself.

A.3.2 SECOND GUIDELINE—COMMUNICATION WITH SUPERINTENDENT No employee is to make a decision for the school district that involves an expense, obligation or some other course of action that has not first been discussed with and approved by the Superintendent--NO ONE ELSE.

B. BOARD AND SUPERINTENDENT

B.1 NOTICE OF NONDISCRIMINATION:

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Harvard Public School are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, marital status, disability or age in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Harvard Public School's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Michael Derr, Harvard Public School, 506 East North Street, Box 100, Harvard, Nebraska, Telephone (402) 772-2171. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

B.2 ADOPTION OF NON-CERTIFIED HANDBOOK

Unless unusual circumstances exist, this handbook will be adopted at the regular July or August Board Meeting. The Board reserves the right to waive this guideline. The adoption of this handbook indicates that the Harvard Board of Education approves the policies, rules, regulations and procedures contained within.

B.3 EMPLOYEE COMPLIANCE WITH HANDBOOK GUIDELINES:

Employees are obligated to adhere to the guidelines contained within the handbook. Failure to follow the dictates contained within this handbook may result in an employee's termination

B.4 ADMINISTRATIVE DISCRETION -- HANDBOOK ERRORS AND OMISSIONS (2210)

The Board of Education grants the use of administrative discretion to the Superintendent to take action within the school system where the board has provided no clear guidelines or where policy or regulations do not exist. Such action may be subject to Board review. Should errors or omissions occur, or confusion arise due to interpretation of intent about handbook policies or regulations, the Superintendent shall use administrative discretion to correct the problems and take the necessary steps to correct all handbook errors and/or omissions.

B.5 ROLE OF SUPERINTENDENT

The administration of the school system in all of its aspects shall be delegated to the superintendent, who shall carry out his or her administrative functions in accord with the policies adopted by the board. The execution of all decisions made by the board shall be delegated to the superintendent. The superintendent shall be the chief executive officer of the board and the administrative head of all divisions and departments of the school system.

The superintendent may delegate responsibility for the operations of the various departments of the school system but shall be responsible to the board for the results in each department.

Reports To: Board of Education

Supervises: 1. Directly Supervises District Principal, K-3 Staff, Special

- Education Staff and Title I and ELL Staff
2. Directly Supervises Classified Staff

TERMS AND CONDITIONS OF EMPLOYMENT (items "C" through "H")

C. CONTRACT RELATED ISSUES

C.1 AT WILL EMPLOYMENT STATUS

Classified employment is not for any period of time, and employment may be terminated at any time at the convenience of the Superintendent, with or without cause, and with or without notice. The employee will perform such duties as are assigned by the Superintendent without regard to any title or original assignment under this instrument. Nothing herein shall be construed to vest any right to employment by Harvard Public School in any capacity other than as herein specifically provided. The Superintendent of School shall be responsible for determining the employee's compliance with district expectations and for determining any employment considerations which may apply.

C.2 CLASSIFIED WORK AGREEMENT

All Classified employees will be issued a work agreement approved by the Harvard Board of Education. Classified employees will be supervised by the Superintendent. The agreement will contain the essential components of the employee's job responsibilities but will not include a detailed job description (see C.3 below)

C.3 JOB DESCRIPTIONS

Job descriptions are presently being developed for each Classified employee. They will be a formalized statement of the duties, qualifications and responsibilities of the job. The job description will serve several purposes: (1) help give new employees orientation on what they are expected to do, (2) serve as a reminder to seasoned employees as to what they are to be doing, (3) used by the Superintendent to determine job performance and possible employment considerations, (4) help the District comply with ADA guidelines by providing clear and accurate descriptions of the "essential functions" of the position.

C.4 CRIMINAL BACKGROUND CHECKS INVOLVING EMPLOYMENT (POLICY 4112): Harvard Public School reserves the right to conduct background checks on applicants for employment, current employees and volunteers at Harvard Public School. This is done to ensure that individuals who join Harvard Public School workforce are well qualified, have a strong potential to be productive and successful and comply with their positions of trust. The Superintendent of Schools will initiate the Harvard Public School standard background check for all faculty and staff (including temporary staff and volunteers) and serve as the primary liaison to the investigating agency. Employees will be selected for random background screening. These employees will be selected without discrimination. Documented changes in employee behavior according to the employee handbook standards may result in an additional employee background screening.

D. SALARY RELATED ISSUES

D.1 SALARY PAY PERIOD:

All faculty members are contracted and paid on a twelve (12) month basis. Faculty salaries are payable on the twentieth (20th) day of each calendar month. If the twentieth day of the month falls on a Saturday or Sunday, pay day will be the Friday before the twentieth.

D.2 SALARY DEDUCTIONS:

From the gross amount of the monthly check of Harvard Public School employees, certain deduction are made. The amount varies slightly from month to month. The mandatory deductions for local, state or federal government are 1) Retirement, 2) Withholding (state and federal income taxes), 3) Social Security and 4) Long Term Disability (LTD).

D.2.1 Wage and Deduction Information (NEW 2019-20)

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

D.3 USE OF TIME CLOCK REQUIRED/LEAVING WORK FOR PERSONAL REASONS:

All Classified employees are to "clock-in" immediately upon arrival to work and are to "clock-out" at the time designated by his/her contract. If an employee must leave work and return to work for personal reasons during the workday, he/she MUST "clock-out" when leaving, and "clock-in" upon his/her return. This requirement is a work related requirement. Falsification of time cards is a serious offense.

D.4 OVERTIME RELATED ISSUES:

D.4.1 REGULAR WORKWEEK DEFINED:

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. A different 7-day period workweek may be established from time to time for specified employees or employee groups.

D.4.2 OVERTIME APPROVAL AND RECORDING OVERTIME (initialing "ot app")

Overtime pay will only be allowed with the approval ("app") of the Superintendent unless emergency or unforeseen problems arise.

D.4.2.1: Recording Overtime

(initial "ot app") Classified employees are to use the preceding initials on their timecards to indicate that they received prior approval to receive overtime pay for work they have or will be performing. The bookkeeper and the Superintendent will make the final determination on overtime hours and their applicability. In many instances, the employee will record his or her actual hours by writing them (usually drivers) on their timecard and not actually clocking in or out.

D.4.2.2 OVERTIME AND EMPLOYEE LEAVES NOT COUNTED:

Employee leaves will not be counted in computing overtime pay.

D.4.3 FORTY HOUR (40 hour) WORK WEEK Employees are eligible for overtime anytime their approved work responsibilities have reached 40 hours. However in some instances, a distinction will be made as to what hours are considered non-working hours related to job performance.

D.4.3.1 DUAL JOB RESPONSIBILITIES AND OVERTIME PAY-DRIVERS-"OUT OF TOWN TRAVEL"

1. Same day returns—a driver who also performs another job responsibility for the school district who exceeds his/her 40-hour week will be paid overtime for all activity route hours from departure to return. These hours will be considered work related.

2. Out of town and over-night stays—employees involved in these types of situations will only be paid for actual driving hours. However, the expenses related to the travel will be paid (meals, motel room etc). Employees involved in these types of situations will be considered "relieved" of their duties during non-driving time and may leave their job for personal purposes. They will be required to report to work at a specific time.

D.4.3.2 DUAL RESPONSIBILITIES AND ACTIVITY SPONSORSHIPS

Classified employees who have volunteered to sponsor a school activity will be paid a nominal fee for their services. No hourly wage or overtime pay will be connected with activity sponsorship.

E. EMPLOYEE LEAVES (sick, vacation, holiday are the only leaves the District offers to certain Classified employees)

E.1 Employee Chart of Allowable Leave Days)

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

Assignment	FTE Year Month	Health Insurance	Maximum vacation days	Maximum sick Days	Paid holidays
Bookkeeper,	12 Month	Family	10	10	5
Head Custodian	12 Month	Family	10	10	5
Asst Custodian	12 Month	Single	10	10	5

Asst Custodian	12 Month	Single	10	10	5
Transportation Summer Grounds	12 Month	Single or Shared	10	10	5
Front desk secretary	10 Month	No	None	7	None
Head Cook	9/10 Month	No	None	10	None
Asst Cooks	9/10 Month	No	None	7	None
Paraeducators/ Teacher's aides	9 Month	No	None	7	None

E.2 Sick Days: For both 9 and 12 month Classified staff, sick days do not accrue and cannot be carried forward from year-to-year. When the employment relationship is terminated, the employee shall not be compensated for any unused sick leave.

E.2.1 Using Sick Days for Illness: (initial "S app") Immediately after a Classified employee returns to work after being ill, he/she is to initial his/her timecard.

E.3 Using and Recording Sick Days Used for Personal Leave (employee's discretion) by 9 and 12 month employees: All leaves (other than those necessitated by an unforeseen illness) must be taken from the allowable "sick leave" days and must have three (3) day prior approval of the Superintendent or Principal. These leaves must be initialed indicating prior approval ("App" and personal "P"). Recording these leaves is mandatory and is the responsibility of the employee, not the district bookkeeper. No other employee can grant leave to another employee.

E.3.1 Personal leave Restriction: The Superintendent May restrict personal leaves depending upon District needs. Generally only one (1) Classified employee from a similar work group will be allowed to take a personal leave on the same day when school is in session.

E.4 Vacation days-Assigning and Accruing Vacation Days for 12 Month Employees: 12 month employees will be assigned a specific number of vacation days at the beginning of the school year or at the beginning of employment. Days will be assigned based upon an employees length of employment, prior experience with a similar position, or as the superintendent deems appropriate. These days may accrue up to the number of vacation days listed for their particular job assignment. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days listed for his/her particular job assignment. In no event shall the any employee receive additional days beyond the maximum accrual cap listed above.

E.4.1 Vacation Days Using and Recording: 12 month custodians are urged to take vacation days during the period of time form approximately May 20th through July 31st. Vacation days may be granted at other times during a school year with administrative approval. 12 month employees must initial their time cards with "V" during the days they will be on vacation.

E.4.2 Vacation days restricted: It is expected that two custodians will not take their entire allotted vacation days during the same period of time. As much as it is possible, two custodians are expected to be on duty at the same time throughout the summer months.

E.5 Holiday Leave for 12 Month Employee:

(initial "H app") All 12-month Classified employees will/may be granted five (5) days holiday leave after his/her first year of employment or after the

Superintendent grants such leave at his discretion. These leaves are to be used in conjunction with the following seven (7) holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Easter Sunday (Friday before or Monday after), Memorial Day, and July 4th. Personal days may be used in conjunction with Holiday Leaves.

E.6 OTHER LEAVES: (initials/restrictions as shown below)

These leaves will not be used on a regular basis, but will occur periodically throughout a school year.

E.6.1 Citizenship Leave:

(initial "C app") Citizen leave is granted when an employee has to serve on a jury or their services are requested for some type of citizen obligation. Unless extenuating circumstances exist, the district will consider these days as paid leave and assume the expense, however, the employee will have to reimburse the district for any payment he/she may receive for their services.

E.6.1.1 Citizen Leave Restrictions:

These leaves do not include circumstances where the employee may be involved in legal situations brought against or by him/her. Personal leaves will have to be taken for these circumstances.

E.6.2 INSERVICE LEAVES:

(initial "D app") District leave is used when a Classified employee is asked to attend an inservice, a workshop or to perform other job related tasks that may require the employee to be absent from his/her normal job responsibilities at the District's request. Normally, an employee will be granted pay for a normal eight (8) hour work days for these types of leave, but overtime pay may be granted depending upon circumstances.

E.6.3 NONCOMPENSATED LEAVE: (initial "NC app")

Non-compensated leave may be granted an employee with prior approval of the Superintendent three days in advance. An employee may be allowed to miss work and forfeit a day's pay without using any type of leave day depending upon extenuating circumstances.

F. CLASSIFIED BREAKS FROM WORK/RESTRICTIONS:

(SEE BREAKS SCHEDULE REQUIREMENTS)

Classified employees employed by school district fall under the same Federal work-break guidelines as employees employed in other lines of work. Consequently they are subject to restricted break times for lunch or other shorter breaks. Since Classified employees working for school districts are paid by public funds, they have a special obligation to not misuse the break times provided for them. These employees are expected to take their break times during the scheduled times unless granted permission otherwise by the Superintendent.

Harvard Public School Classified are asked to use the following information to complete the Breaks Schedule on page 73

F.1 NINE (9) MONTH EMPLOYEES:

Nine (9) month employees who work 8-hours a day OR more will be granted (1) 30 minute lunch break and (1 or 2) 15 minute rest breaks. Those working less than 8-hours a day will receive (1) 30 minute lunch break and (1) 15 minute rest break a day.

F.1.2 RESTRICTIONS FOR TEACHER AIDES:

Teacher aides are to indicate their lunch and rest breaks on their work schedules after conferring with their immediate teacher and the Superintendent.

F.2 TWELVE (12) MONTH EMPLOYEES (Custodians and Bookkeepers):

Custodians and the Bookkeeper will be granted one (1) 30 minute lunch break and two (2) fifteen breaks during the normal work day.

F.2.1 "SWING CUSTODIAN (after and evening) BREAKS"

Custodians who work the normal "swing shift" (2:00 pm to 10:00 pm) will be allowed to claim their 30 minute evening lunch break as time worked, however, they will only be credited with working a regular eight (8) hour day unless overtime is granted by the administration. RESTRICTIONS: If a swing custodian begins work at 1:00 pm or earlier he/she will not be allowed to claim his/her lunch period as time worked.

F.2.3 SMOKING/COFFEE BREAKS RESTRICTIONS AND DISTRICT LIABILITY: Smoking and coffee breaks are to be taken only during the break times approved by the district. At no time is smoking allowed in the school plant or in school vehicles. Because of liability concerns and misuse of break times, employees are never to smoke or drink coffee while they are engaged in performing their assigned work responsibilities for Harvard Public School.

G. EMPLOYEE BENEFITS

G.1 HEALTH INSURANCE BENEFITS:

Health insurance coverage is made available to 12-month employees (custodians and bookkeeper) only. The Head Custodian and Bookkeeper will have full family or single cover provided by the district (dental not included with family). Assistant Custodians will receive a single coverage paid by the District and ½ of a family coverage paid by the district. If an employee desires information concerning his/her health insurance policy or recent changes, please refer to the manual provided by Blue Cross/Blue Shield that is given to each employee receiving health insurance.

G.2 LONG TERM DISABILITY

Long Term Disability benefits shall initially be paid by the employee but will be reimbursed as compensation by the District.

G.3 WORKMAN'S COMPENSATION/EMPLOYEE RESPONSIBILITIES:

All regular employees of the school district are covered by Workman's Compensation laws of the State of Nebraska.

G.3.1 Reporting Injuries:

The employee must report his/her injury(time, place, type of work related activity etc) immediately to the District Bookkeeper and/or the Superintendent so necessary communications can be made with the District's insurance provider.(SEE ACCIDENT REPORTING FORM-PAGE 31)

G.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA):

This type of coverage is restricted to those Classified employees who have received health insurance coverage provided by the District and have a change of circumstances occur in their lives (retirement, job change, divorce, death etc). Please see the Bookkeeper for information concerning this coverage.

H. OTHER EMPLOYMENT RELATED ISSUES

H.1 *CLASSIFIED STAFF-AUTHORITY TO MAKE COMMITMENTS FOR DISTRICT*

No employee is to commit the district to any expense, obligation or other course of action without the specific and prior approval of the Superintendent. The following considerations must be deliberated between the Superintendent

- a. The liability of the district
- b. The effect the decision will have upon all parties involved (other employees, students, parents, patrons, other district vendors or contract businesses)
- c. Financial Considerations
 1. Cost analysis and breakdown of expenses
 2. Which involved parties are responsible for the expenses?
 3. Has District Bookkeeper been involved in decision--Remember all funds collected under the Name of Harvard Public School must be receipted and expended by the District Bookkeeper!!!!
 4. Pre-approved purchase order is mandatory

H.2 WORK ATTENDANCE/ESSENTIAL FUNCTION:

"Regular, dependable attendance" is an essential function of all Classified positions at Harvard Public School. A Classified employee who simply fails to show up for work and does not contact the Superintendent prior to 7:30 am will/may face job termination, loss of a day's pay or other appropriate disciplinary actions as determined by the Superintendent depending upon the circumstances related to the employee's absence.

H.3 OUTSIDE EMPLOYMENT (moonlighting):

No school employee may accept any other employment or carry on any business or activity for profit that interferes with the employee's ability to completely discharge the fulfillment of his/her district responsibilities. Unless the terms of employment by the Board of Education provide for such other employment during the term, the individual is to be on full time duty with the Harvard School District in accordance with his/her assigned job description.

H.4 ADDRESS AND PHONE NUMBER REQUIRED:

Should a member of the Classified staff change address or phone number at any time during the school, the Superintendent's office shall be notified immediately. No employee can refuse to provide his/her phone number or address to appropriate District personnel as this is a work requirement.

H.5 CLASSIFIED EMPLOYEES WHO SPONSOR ACTIVITIES:

Classified employees who are head coaches or who sponsor an activity must comply with the District's activity training rules and must provide all student participants with such rules along with a thorough explanation. Head coaches or sponsors must provide the Principal with a copy of their training rules before the time of the first practice. These types of employees will be paid a nominal fee for their services.

H.5.1 ACADEMIC ALL-STATE HONORS RESPONSIBILITIES: All district personnel who supervise students under NSAA guidelines are to submit eligible students for Academic All-State Honors—contracted coaches outside the district are to meet with the Guidance Counselor for a list of eligible students.

H.6 EMPLOYEE CONDUCT AT ACTIVITIES AND/OR PRACTICE SESSIONS:

District employees who are contracted to sponsor activities or who are participants at activities are expected to maintain a professional demeanor at all times. Please refrain from negative comments, use of profanity or inappropriate yelling at students or referees. Coaches, please be expressly aware of your conduct during athletic activities and practices. You are the most observed personnel by district patrons and by visitors.

H.7 ACTIVITY PASSES OR PAYING AT GATE REQUIRED FOR EMPLOYEE'S CHILDREN:

All children of employees are required to purchase a school activity pass or pay at the gate. Only the spouse of an employee or board member is admitted free to district activities. Passes will be issued for students to attend home games.

H.8 CLASSIFIED DRESS FOR REGULAR SCHOOL DAY AND ACTIVITIES:

Classified employees are expected to dress appropriately for the job responsibilities they must perform. The district will not adopt a specific dress code for Classified staff unless dress related issues should arise.

H.8.1 DRESS RESTRICTIONS:

At no time will Classified employees be allowed to wear clothing articles which display words or pictures relating to alcohol, drugs, tobacco products or socially unacceptable words or pictures.

H.9 CONFIDENTIALITY:

As District staff members, we will have access to confidential information regarding students, fellow employees or school matters. Any discussions we are involved with relating to students, fellow employees or school matters, either formally or informally, should be treated confidentially. No district employee should ever be the source of a rumor.

H.10 SCHOOL NEWS RELEASES -- RESPONSIBILITIES OF SUPERINTENDENT:

All news releases concerning the school system, except the reports of extracurricular activities etc shall be cleared through the superintendent's office. The superintendent or his/her designee will release all information about the school system to the press which involves emergency or tragic circumstances. No employee is to avail him/herself to the media without permission of the superintendent. No identification of the school with the promotion of any commercial or political enterprise will be permitted.

H.11 PROTECTION OF SCHOOL PROPERTY:

School employees must protect school property at all times. Report all examples of property destruction to the superintendent.

H.12 DISTRICT STAFF AND THEIR OWN NON-ENROLLED CHILDREN: District staff are not to bring their non-enrolled children to work with them during contracted hours on days when Harvard students are in attendance and school is in session.

H.13 OVERRIDE PASS WORDS FOR NETSWEEPER: Employees are not to give their Netsweeper Override Pass words to anyone, especially their own children or other students--these codes must be kept confidential.

H.14 EARLY MORNING SUPERVISION RESPONSIBILITIES: morning supervisors are to clock in at 7:45 when they have recess duty. We will no longer call this responsibility "recess duty." It will now be called "early morning supervision" and will include supervision of the lunch room until a large number of the children are done eating and then the supervisors will follow the group of children outside for recess or into the gym depending upon weather.

H.15 PROFESSIONAL BOUNDARIES--RELATIONSHIPS WITH STUDENTS: No school employee is to engage in conduct that crosses the line of appropriate relationships with students. Crossing of professional boundaries is becoming prevalent in American schools because of electronic communications (Facebook, cell phones etc) but also non-technology boundary concerns such as inappropriate conversations, touching etc. Classified staff members are to treat all students at all times with respect and dignity. They are to maintain a mature adult demeanor when dealing with students issues. We all want to help students, but we must be extremely careful of prying into the personal lives of our students. Refer students to the counselors if issues arise. Anytime a students threatens to harm him or herself, we must report it to the appropriate personnel. Violations of this guideline will be grounds for termination of employment.

I. BUSINESS RELATED ISSUES

I.1 DISTRICT TELEPHONE USAGE:

I.1.1 All personal long distance calls made by employees on land line phones must be charged to a personal phone account either through operator assistance or by use of a phone calling card. Please do not give you access number to a student.

I.1.2 DISTRICT CELLUAR PHONES--The District's cell phones all use a prepaid plan with limited amounts. District Cellular phones are to be used only for school related situations and never for personal usage.

I.1.3 PERSONAL CELL PHONE USE DURING WORK HOURS: Classified employee are not to use their personal cell phones during established work hours unless an emergency exists. They are to be used during established break periods. Please inform the superintendent if an emergency situation exists which would necessitate an employee's cell phone to be used during work periods. Ringers on cell phone are to be shut off during work time.

I.2 USE OF PURCHASE ORDERS AND STUDENTS:

Any employee, contracted personnel and/or student who intends to purchase a product through the name of Harvard Public School District must take the following steps:

1. Complete the required information on the purchase order (i.e. Quantity, Catalog Number, Description, Unit Price and Total Price)--Be sure that shipping and handling are included for billing purposes.
2. If the purchase is for a class or organization the SPONSORS MUST SIGN THE PURCHASE ORDER!!
3. Bring the completed purchase order to one of the office secretaries who will get the purchase order signed by an administrator and then the secretary will complete the sending of the order.
4. If the Purchase Order is to be sent from the school (by phone or mail) one of the front office secretaries is to send the order.
5. If a purchase is to be made from an area business, a purchase order must accompany the person (usually the sponsor) making such purchase.
6. The District reserves the right to return any products ordered without a purchase order, or charge such expenses to the person or organization making such purchases.

I.3 DISTRICT CREDIT CARDS:

Employees are expected to use District Credit Cards to make purchases from area vendors unless given permission by the superintendent to use an alternate method of payment.

I.4 USE OF SCHOOL COPIERS/ACCESS CODES/PERSONAL REASONS:

Some Classified employees will be given an access number which will allow them to use the district's copiers. This number is never to be given to another person. Personal usage of the district copiers or other methods of reproduction shall be at the district established rate of (.10) per page. If an employee supplies his/her own paper the rate shall be (.05) per page. Other expenses shall be handled as the situation arises and shall be determined by administrative discretion. Receipts will be given for amounts of 1.00 or more. This money shall be kept in petty cash.

I.5 BUSINESS ON SCHOOL PROPERTY (1314):

No staff member shall communicate or distribute, or permit another person to communicate or distribute, to any school any notice relating to other than school matters without first obtaining the superintendent's permission; unless authorized by the superintendent, he or she shall not permit the subscription or collection of money on school premises, or allow any article to be exhibited thereon for the purpose of sale or otherwise, or permit any person to enter the school for the purpose of photographing students, securing the names of students, or transacting any private business. The making of special appeals in the classroom for charitable relief shall be permitted at the discretion of the superintendent and in accordance with board policy.

I.6 RECEIVING AGENTS, SALESMEN AND OTHER BUSINESS REPRESENTATIVES (1314)

No school employee shall visit with or discuss business matters of personal nature with any representative during the hours the employee is on duty in the school except by special permission of the superintendent. Any agent or business representative calling on school personnel about school matters, such as textbooks, publication of the school annual, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the oral permission of the principal or superintendent and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives. Any employee who orders any supplies or equipment from the above-mentioned agents without express authorization of the superintendent for such order shall be personally liable for payment of the bill and for the material ordered.

I.7 BUSINESS TRANSACTION BETWEEN SCHOOL PERSONNEL AND STUDENTS/OTHER PERSONNEL (1314):

No employee of the Harvard Public School shall use his knowledge or special information about pupils or other employees to solicit funds or to sell products to pupils or adults. No solicitation of funds or announcements regarding programs or other activities shall be made if they are of a commercial nature based on the motive of profit.

I.8 BUSINESS ON SCHOOL PROPERTY/COLLECTION OF MONEY ON SCHOOL PREMISES

Unless authorized by the superintendent, no staff member will permit the subscription or collection of money on school premises, or allow any article to be exhibited thereon for the purpose of sale or otherwise, or permit any person/agency to enter the school for the purpose of commercially photographing pupils, securing the names of pupils, or transacting any private business. Tickets and the like to affairs sponsored by or for non-school agencies shall not be sold in the school or on school premises by any school organization or by non-school organizations, except at specified times and places and with the permission of the superintendent.

I.9 GIFTS TO SCHOOL PERSONNEL FROM VENDORS (1313):

No school employee is to receive any commission, expense-paid trips, or anything of value from individuals or companies on equipment, or materials required in the operation of Harvard Public School. The operation of the school includes purchase of materials for repair and maintenance of the school plant, for conducting student classes, for materials and supplies used in school organizations, such as clubs, senior class, and for comparable items.

I.10 SOLICITATION OF FUNDS BY SCHOOL PERSONNEL:

No employee of the Harvard Public School shall use his knowledge or special information about pupils or other employees to solicit funds or to sell products or personnel items to pupils or employees, unless during school hours.

I.11 ESTABLISHMENT OF SPECIAL FUNDS, I.E. FLOWER FUNDS, BEREAVEMENT FUNDS,

No school employee will be obligated to contribute money to special funds sponsored within the district. The establishment and administration of "flower funds," "sickness and bereavement funds," "anniversary funds," and the like shall be a matter of employee discretion

I.12 DISTRIBUTIONS FOR CHARITABLE AGENCIES (1315): The making of special appeals in the classroom for charitable relief will be permitted at the discretion of the superintendent and in accordance with board policy.

J. RELATIONS BETWEEN DISTRICT EMPLOYEES & OTHER PEOPLE (students, staff members, patrons etc):

J.1 CONFLICT RESOLUTION BETWEEN EMPLOYEES: Usually people's personalities come into conflict much more than a specific issue. Each employee should analyze his/her own behavioral styles before they enter into a conflict resolution situation.

"The relationship among the adults who operate a school affect the character and quality of a school and the accomplishments of its students more than any other factor" --Roland Barth--

District employees are expected to attempt to resolve conflicts between themselves and another employee by using an informal problem-solution techniques such as the following:

- a. First -- always meet first with the person you are in conflict with face-to face.
- b. Second -- do not involve other employees in the conflict who are not specifically related to the desired resolution -- gossiping to other employees about a situation can only make the problem worse.
- c. Third -- use positive problem solving techniques -- find out the other

person's "side of the story." Use "I" statements instead of accusing statements.

- d. Fourth -- respect the confidentiality of the situation -- the general public does not need to know about internal district conflicts.
- e. Fifth -- if informal discussions do not resolve the conflict, then an employee with a complaint is expected to contact the Superintendent.

J.2 CLASSROOM MAINTENANCE/COOPERATION WITH MAINTENANCE STAFF:

All employees need to cooperate with the custodians in the maintenance of their rooms or other areas of responsibilities. Students need to be taught to respect school property and to contribute to the cleanliness of their rooms. Teachers and other Classified employees will be expected to share some of the room maintenance responsibilities with the custodians. These shared responsibilities should be agreed upon between the effected parties. Any areas of ambiguity will be decided by the administration. Any employee who need custodial services are to fill out the form included with this manual and submit their request to the superintendent.

J.3 CLASSIFIED STAFF MEMBERS RELATIONSHIPS WITH STUDENTS:

J.3.1 Correcting Inappropriate Student Behavior: All District personnel have the authority and the district mandated responsibility to correct inappropriate student conduct, behavior and dress at all times and places and in all school related activity situations. The district desires consistent expectations for student conduct wherever students are present under the authority of Harvard Public School. At no time should a district employee allow any student to violate handbook regulations and not take the appropriate action.

J.3.2 PERSONAL USE OF STUDENTS BY EMPLOYEES: Employees are not to use students to do personal errands for them unless specifically approved by the administration and agreed to by the student.

J.4 REQUESTS TO CONTACT PUPILS OR TO REMOVE PUPILS FROM SCHOOL PREMISES

Any person, other than a school employee, who comes to school to talk with or remove a child, must obtain permission from an administrator prior to contacting the pupil. Permission shall be granted if there is a clearly valid reason. Ordinarily, such contacts shall be restricted to parents of the pupil, close adult friend of the family when an emergency exists, or a law enforcement official. Any visitor wishing to see a student must stop at the school office and notify the secretary of their presence in the building.

The school will use extreme caution when excusing students. Parents should instruct youngsters never to leave school with a stranger. If a person (excluding government officials) other than a child's parent/guardian calls the school or arrives at school requesting that a child be released, the school will deny that request unless the parents have given prior approval or an emergency exists that the school district has received information about.

K. COMMUNITY RELATIONS & SITUATIONS INVOLVING THE SCHOOL DISTRICT PERSONNEL

K.1 SCHOOL NEW RELEASES

The Superintendent will be the District's liaison with the public news media. All contact and releases concerning District policies and regulations, matters of district-wide interest, or potentially controversial topics will be handled or cleared by the superintendent.

K.2 MEDIA VISITING SCHOOL

Any media personnel visiting the school, must first receive permission from the Superintendent or Principal before conducting interviews or requesting other forms of information.

K.3 CONTACT WITH OTHER GOVERNMENT AGENCIES

The superintendent or his/her designate will initially represent the district when communications with other government agencies are called for. No employee is to assume responsibility for representing the district with government agencies without approval of the superintendent.

K.4 COMMUNITY ARTICLES BORROWED BY THE SCHOOL DISTRICT:

The school and its students frequently find it necessary to borrow properties from school community individuals or businesses for various school functions. Appreciation should be shown for these courtesies by promptly returning borrowed property in as good a condition as when it was borrowed. All articles borrowed by students must first have the approval of the sponsor or an administrator. It is the responsibility of the student or sponsor who borrowed the article to promptly return it.

K.5 BORROWED ARTICLES THAT ARE DAMAGED, STOLEN OR MISPLACED:

Sponsors are expected to report to the administration any articles that are borrowed from community individuals or businesses that become damaged, stolen or misplaced. Each situation will be handled on a case by case basis before a final determination is made as to the disposition of the matter.

L. PUBLIC AND CIVIC RESPONSIBILITIES

L.1 RESPONSIBILITIES OF SCHOOL PERSONNEL FOR POSITIVE PUBLIC RELATIONS (1150):

A good public relations program is made possible through the efforts of the personnel of the district. All employees are encouraged to use tact and tolerance in their relationships with the many publics they will come into contact with. Each employee of the district is a public employee.

L.2 POLITICAL ACTIVITIES (1311.1):

The Board of Education recognizes and encourages the rights of its employees, as citizens, to engage in political activity, except that no employee of the district will solicit support of any political candidate, partisan or non-partisan, or support of any issue on any referendum matter, during regular work hours or on school district property. School personnel should not distribute any political material for any candidates on school property. Violation of this policy may constitute cause for reprimand, suspension or dismissal. (see policy 1311.1)

L.3 PARTICIPATION IN COMMUNITY LIFE (1311):

The Board of Education urges all staff members to become active participants in the activities of the Harvard community. Such activity is not required for initial or continued employment or advancement, nor does the Board presume to suggest what kinds of involvement in community life are appropriate outside of the

political activities which are part of the democratic tradition, yet the board firmly believes that active participation in community life on the part of its employees will work to the advantage of all: students, staff and citizens of the community.

M. SAFETY AND SECURITY OF SCHOOL PREMISES

M.1 UNAUTHORIZED VISITORS AT SCHOOL/ON SCHOOL GROUNDS (policy 1251):

All district personnel must share the responsibility for keeping unauthorized persons out of the school building and off of school grounds. If an employee encounters an unknown person in the school building, he or she is expected to ascertain if this person has received permission from the front office to be on school premises. (SEE CRISIS RESPONSE MANUAL)

M.2 FIRE DRILLS AND FIRE EXITS, FIRE ALARMS:

Fire drills are held throughout the year without advance notice. Pupils are to pass from their respective classrooms, walking rapidly, but not running. Teachers will provide specific instructions for fire drills. Students must clear the building by at least 100 feet, and not return until the signal is given to return to classes.

USE THE FOLLOWING DESIGNATED EXITS--MOVE QUICKLY, BUT DO NOT RUN

South East Exit (double doors)

Room 15
Business Lab
Room 16
Boy's Dressing Room
Girl's Dressing Room
Stage

North Stage Door Exit (across gym)

North Half of Bleacher
Teacher's Work Room
Furnace Room

South Exit (lobby)

Main Office
Secondary Principal's Room
Rooms 12, 18, 20, 21
South Half Bleachers
Northwest Exit (main building)

Special Education
Speech Language
High School Library
Chapter I
Special Needs Room

East Shop Exit

Room 23
Industrial Technology and Shop
Kitchen Exit

Kitchen employees

Southwest Exit

Elementary Principal
Rooms 6, 7, 8, 9, 10

West Exit (elementary addition)

Rooms 105, 106, 107 and 108
Elementary Library
Art Rooms 2, 3, and 4

East Exit Elementary

Rooms 101, 102, 103 and 104

East Vocal Exit

History and Spanish
Study Hall

M.2.1 NOTE!!! False Reporting of Fires or Pulling Fire Alarms: Anyone found responsible for turning in a false alarm or pulling a fire alarm on school premises will be referred to the State Fire Marshall for prosecution.

M.3 TORNADO DRILLS (SEE EXHIBIT "A" PAGE 76 OF THIS MANUAL):

The alarm for a tornado will be an intercom announcement. The sounding of this announcement will have students immediately follow the instructions which pertain to the area of the building in which they are located at the time. Students will move to the designated shelter areas within the building and assume a kneeling position as instructed. All teachers will provide instructions to be followed in the event of tornado drills and during an actual tornado.

M.3.1 A tornado plan of the school is designated as EXHIBIT "A" (PAGE 75).

M.4 SCHOOL CLOSINGS AND EMERGENCY FAMILY NOTIFIER SYSTEM:

Harvard Public School will use a commercial family notifier system to contact families concerning any school emergency and/or other district wide messages. They will then be notified of emergency information, school closings, early dismissals and school event reminders via email, text messages, voice mail and wireless PDA or pager.

In addition, weather related school closing information may also be called into the following media for broadcasting depending upon weather circumstances: KHAS-TV and KHAS RADIO, KLKN-TV (8), KGIN-TV (10-11), KROA RADIO, KQKY 106 and KRGJ RADIO.

M.5 SCHOOL KEYS/LOCKING DOORS:

Approved district personnel will be issued the necessary keys to perform the duties and responsibilities associated with the contract they have signed with Harvard Public School. The following key usage guidelines, not to be considered inclusive, have been developed by the district to insure the security of school premises and to protect the liability of the school district and employees:

1. Lost keys are to be reported immediately to the Superintendent.
2. Keys are not to be loaned to non-school district personnel without the approval of the Superintendent. (this includes family members, friends, relatives etc—employees are not to allow their own children to use their keys to enter and remain on the school premises unless accompanied by the employee)
3. Keys are not to be duplicated by school district or non-school district personnel without the approval of the Superintendent.

4. All school district keys an employee has in his/her possession are to be issued by the front office.
5. Employees no longer employed by Harvard Public School are to return their keys to the front office unless receiving special permission from the Superintendent for other arrangements.
6. Employees should always lock the outside doors when leaving if they are unsure if another employee is still in the building-

M.5.1 Misuse of School Keys Guidelines: Employees who violate the school keys guidelines established by the district will/may be subject to the following consequences:

1. Responsible for any damage or liability associated with the improper usage of their school keys,
2. Non-issuance of school keys for a designated period of time.

M.6 UNSUPERVISED STUDENTS IN SCHOOL BUILDING/POSSESSING EMPLOYEE KEYS:

All students who are not being supervised by a district approved adult are to leave the school building or premises after the last school bell.

M.6.1 Unsupervised students in the school building/possessing employee keys: Students who remain or who have entered the building at unsupervised times will/may be held accountable for their actions. At no time are students to be in the school building without adult supervision or to be in possession of an employee's keys.

M.7 SCHOOL DISTRICT AUTHORITY TO SEARCH/DETECTION DEVICES

The Harvard Board of Education believes that to ensure a safe school system, the Administration should have the authority to search. Searches may include the cooperation of other designated school personnel, and Law Enforcement Representatives. These searches may include, but are not limited to, school lockers, athletic lockers, student book bags, clothing, desks, and vehicles. Searches may also include the aid of drug sniffing dogs, and other instruments intended to keep schools and public buildings safe from illegal substances and harmful objects. Students being found with illegal substances or objects at school may be prosecuted to the full extent of school policy and public law.

M.8 CONCEALED HANDGUN LAW AND SCHOOLS.

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are not permitted to be brought to or possessed in our school buildings, school grounds, or school activities. The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

N. TRANSPORTATION RESPONSIBILITIES

N.1 STUDENT TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES:

Students must ride to and from district activities on District provided transportation unless special permission is granted for alternative transportation by the administration prior to the scheduled activity. If a student is not to return from a district activity on district transportation, a written note needs to be submitted to the administration by a student's parent/guardian prior to

departure for the activity. The administration will communicate the travel arrangements to the activity sponsor.

N.2 SIGNING OUT SCHOOL VANS:

All district personnel are to gain approval for using district vehicles and then sign them out of the appropriate form located in the main office. All miles for school vehicles are to be recorded.

N.3 CARE AND MAINTENANCE OF SCHOOL VEHICLES:

Employees are to report any mechanical concerns with school vehicles to the Pat Carlson, Transportation Supervisor or to the Superintendent. Any fueling or other maintenance concerns needed to be addressed before the school vehicles is checked out. Do not let students leave the busses, vans or school car until they have picked up all debris and put it in the trash can. Sponsors are to hold the students accountable for the cleanliness of the transportation vehicles.

N.4 USE OF SEAT BELTS REQUIRED IN SCHOOL VANS AND/OR CARS:

All school personnel or visitors or students riding in school vans or cars must use seat belts at all times for all occasions.

N.5 STUDENTS RESTRICTED FROM DRIVING SCHOOL VEHICLES:

Employees are not to allow students to drive district vehicles without the approval of the Superintendent.

N.6 USE OF SCHOOL VEHICLES FOR PERSONAL PURPOSES:

No school employee is to use school vehicles of any kind for personal reasons without prior approval from the Superintendent.

N.7 BACKGROUND CHECKS FOR CERTAIN EMPLOYEES: Harvard Public School reserves the right to run annual Motor Vehicle Record Checks on all employees that drive as part of their normal job function with the school district. The district reserves the right to run MVR Checks on a basis of probable cause if we have plausible reason to believe that you have been involved in misconduct which would reflect negatively on your Motor Vehicle Record and potentially upon the security of the districts' students.

O. RELATIONS WITH LAW ENFORCEMENT AND GOVERNMENT AGENCIES

O.1 CHILD ABUSE AND/OR NEGLECT:

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall/may be both written and oral to the Child Abuse Center of the local Department of Public Welfare. If there is no reason to believe that immediate protection for the child is advisable, an oral report shall also be made to an appropriate law enforcement agency. Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing privileged communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor.

O.2 COMPLAINTS INVOLVING THE AMERICANS WITH DISABILITIES ACT:

Ask the superintendent for information concerning this policy.

P. MEDICAL AND HEALTH ISSUES

P.1 GENERAL HEALTH CONSIDERATIONS FOR PARENTS/GUARDIANS AND THE SCHOOL DISTRICT

P.2 LIFE THREATENING CONTAGIOUS DISEASES:

Any student or employee may be excluded from school if she/he has a dangerous communicable disease and pose an imminent threat to the health and safety of the school community. HIV/ARC/AIDS affected students and employees: (see policy 1413 in School Community Relations)

P.3 CONTAGIOUS OR INFECTIOUS DISEASE/CONTAMINATION OF A SCHOOL EMPLOYEE:

Students showing any signs or symptoms of a contagious or infectious disease are required by law to be sent to their home immediately, or as soon as safe and proper conveyance can be found. Children who have been excluded for a confirmed communicable disease will not be allowed to return to school until the minimum isolation period has elapsed as defined by the Nebraska Health and Human Services.

P.3.1 CONTAMINATION OF A SCHOOL EMPLOYEE:

School personnel who believe they may have been exposed to an infectious disease through contact with a student now fall under the protection provided to Public Safety Officials and Emergency Services Providers. These designation and protections are now given to teachers. School personnel are asked to immediately contact the Office of Superintendent and the School Nurse to receive instructions on how to proceed after contact with a student who may be carrying an infectious disease has occurred. All necessary information will be made available.

Any employee who believes that the body fluids of a student or an airborne pathogen may have been transmitted from the student to the employee may request that the student consent to be tested. If the family refuses, the school district WILL petition the District Court to receive such a mandate.

P.4 STUDENT ILLNESS OR INJURY AT SCHOOL:

If any pupil develops symptoms of illness or is injured at school, the parent/guardian, or any other person designated on the pupil's enrollment card will be notified immediately; if deemed advisable by the school, such person will be requested to come to the school and get the student. If that is not possible, the pupil will be taken home by a school representative. Employees may need to fill out an accident report.

P.5 PRIVACY OF PROTECTED HEALTH INFORMATION: (Policy 4146/5125.1)

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 protects certain health information. Prior to obtaining or releasing employees' or a student's protected health information, employees or a student's parents/guardians may be requested to sign an authorization for the disclosure of health information. If protected health information is requested from a third party, the School District will ensure that protected health information is released only as allowed by federal and state law. Adopted: 5-12-03

P.6 STUDENTS WITH ASTHMA OR SEVERE ALLERGIES/SELF MANAGEMENT PLANS:

If a child has asthma or a severe allergy he/she is to contact the school nurse to obtain additional information. If he/she does not notify the school nurse for this information, the school protocol will be followed in the even a child has a severe allergic reaction or an asthma attack.

Nebraska State Statutes now require that students be allowed to self-manage their health conditions (asthma, anaphylaxis and/or diabetes) under specified conditions. All forms and directions necessary for a student self-management program are available through the District's school nurse.

P.7 ASBESTOS CONTAINING BUILDING MATERIAL (ACBM) IN HARVARD PUBLIC SCHOOL

- A) Thermal System Insulation (confirmed ACBM)—Mudded joint plaster and Straight-run pipe insulation. There is approximately 60 linear feet of this material located in the original building, in the maintenance area between the boy's and girl's restrooms at the north end of the hallway. This material is in good condition. This material is accessible to maintenance people only. The material does have potential for damage from physical contact. There is minimal influence from air erosion and moisture. There is no influence from vibration.
- B) Miscellaneous Material—Vibration Dampening Cloth (assumed ACBM). This cloth is located in the air-handling unit in the mechanical room next to the teacher's lounge. This cloth is in good condition.
- C) 9" Vinyl Floor Tile & Mastic (CONFIRMED ACBM) There is approximately 130 square feet of this material located in the custodial room and 24 square feet of this material in the adjacent supply room. This material is in good condition and it not friable.
- D) Cementitious Asbestos Board (CONFIRMED ACBM). There is approximately 250 square feet of this material located on the ceiling of the entry to the original building. This material is in good condition and is not friable. This material should never be crushed, crumbled or abraded in any manner.

Q.1 REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE FORM 2019-20

(Duplicate as needed--leave this form in this manual)

Please use this form when you need to request regular or after school day custodial assistance to perform a particular service for your classroom or area of work. Use the space given below to give specifics about your request. Put the request in the Superintendent's mail box--the Superintendent will meet with the Head Custodian and discuss the request:

Teacher/Employee making the request _____ Date _____

Briefly describe the request for custodial services _____

Suggested frequency (daily, weekly, monthly etc) this task should be performed by the custodial staff: please explain.

When would be the best time for this service to be completed (before, during or after school day?) Please Explain.

If this request is not completed by the custodian as requested or is not completed competently, please inform the superintendent: (copy given to teacher and Head Custodian)

Superintendent approves or disapproves this request: _____

Date of Superintendent's decision _____

Q.2 PARENTAL PERMISSION FORM 2019-20

SPONSORS!! This form is to be used for activities that necessitate a student/s being absent from school during the bulk of the school day, for activities which require the student to be absent for more than one day from school or for activities that were not scheduled on the school calendar. Parental permission is not required for extracurricular activities. Send this form far enough in advance of your activity so that it can be returned and filed before departure time.

The sponsor who is charge of this activity is responsible for the parent/guardian receiving this form AND for arranging transportation with the ACTIVITY DIRECTOR; after being signed by an administrator, this permission slip is to either be given to the student to take home or the parent/guardian is to receive it by mail/hand delivery etc. This permission slip is to be signed by the parent/guardian and returned to the sponsoring teacher before a student will be allowed to attend this activity.

ADMINISTRATOR APPROVAL: Permission of the appropriate administrator, representing Harvard Public School District, has been requested and approved for the sponsor and students to attend the activity listed below.

Administrator's Approval _____ Date _____

Sponsor/s _____ Activity _____ Date _____

Bus/Van Driver/s assigned by Activities Director _____

Departure Time _____ Return Time _____

Departure Location _____ Return Location _____

Phone Number at Destination for Emergency Purposes _____

Student Expenses \$ _____ Other items students need to bring from home: _____

District expenses excluding driver/gas etc \$ _____ Explain: _____

PARENT/GUARDIAN!! Please provide the following information.

MEDICAL SITUATIONS: If your child has a known medical condition which the sponsor of the field trip should be made aware of, please list the child's name, the medical condition and recommended treatment (including medication) for this condition:

Child's Name _____ Medical diagnosis/Problem _____

PHONE NUMBERS: Home _____ Work _____ Emergency _____

We understand that Harvard School District has made arrangements pertaining to the activity listed above. We believe the necessary precautions and plans for our/my child's care have been made. We feel that reasonable care and supervision of the

child during this activity will be exercised. Beyond this, we will not hold the school district or those supervising the activity responsible for accidents.

Parent/Guardian Signature _____ Date _____

Q.3 FIELD TRIP REQUEST FORM School year 2019-20

This form must be given to the Superintendent with all pertinent information included before a field trip will be approved. Please return at least two days prior to the actual field trip so all necessary arrangements can be made.

Approval of Superintendent _____ Date of Approval _____

NAME OF REQUESTOR _____ TODAY'S DATE _____

Purpose of the Field Trip: _____ Destination _____

Date/s for Field Trip _____ Round Trip Miles _____ Round Trip Time _____

ESTIMATED CHRONICLE OF TIME:

SPECIAL REQUIREMENTS:

Departure: _____ 1. _____

Arrival: _____ 2. _____

Lunch: _____ 3. _____

Return: _____ 4. _____

MEDICAL SITUATIONS: WHO ARE STUDENTS WITH KNOWN MEDICAL CONDITIONS THAT WILL HAVE TO BE ACCOMODATED DURING THIS FIELD TRIP?

Name: _____ Condition _____ Responsibility _____

Name: _____ Condition _____ Responsibility _____

Name: _____ Condition _____ Responsibility _____

Name: _____ Condition _____ Responsibility _____

Name: _____ Condition _____ Responsibility _____

Emergency Phone Number at Destination _____

Sponsor/s: 1. _____ 2. _____ 3. _____

PLEASE LIST ALL EXPENSES THAT WILL BE OCCURRED OTHER THAN TRANSPORTATION:

Sponsors _____ Student _____ District _____

Explain if Necessary: _____

Suggested Method of Transportation _____ Driver _____

Will a Substitute Teacher/s be Needed? Yes _____ No _____

OFFICE USE ONLY:

FUND: GENERAL/SINKING/ACTIVITY

(SUPERINTENDENT'S SIGNATURE)

EXPENDITURE CODE

(DATE)

Q.5 ACCIDENT REPORTING FORM

This form is to be used by a District Employee so he/she can file a formal accident report and record. This form is to be filled out by any employee if he/she is the victim of an accident or if he/she is sponsoring students while a student is the victim of an accident. THIS FORM WILL BE USED TO SUPPORT THE DISTRICT'S SAFETY COMMITTEE. THIS REPORTS WILL BE KEPT ON FILE. THIS FORM SHOULD BE FILED SHORTLY AFTER AN ACCIDENT HAS OCCURRED.

Name of Person Reporting an Accident _____

Today's Date _____

Name of Parent or Guardian if Applicable _____

Date of Accident if Different _____ Time of the Accident _____

Location of the Accident _____

Describe the Circumstances Surrounding This Accident (be specific): _____

Describe in Detail How the Accident Occurred: _____

What Injuries Occurred? _____

Nature of Treatment Given and By Whom _____

Name/s of Witnesses and Their Description of the Accident: _____

What Steps Could Have Been Taken or Can Be Taken in the Future to Prevent this Accident from Occurring Again:

(Student's Signature)

(Employee's Signature)

Q.6

TEACHER AIDE LEAVE REQUEST AND SUBSTITUTE

CONFIRMATION FORM

Teacher Aide's Name _____ Date _____

CONTACT MR. WILLIAMSON FOR SUBSTITUTE!!

If a teacher aide knows in advance that she will need to be absent from work, please fill out this form. Please get this form to the Superintendent at least 3 days before your intended absence.

I will be absent on the following date/s: _____,
_____, _____, _____,

I, WILL WILL NOT need a replacement.
(circle one)

Teacher aides have the responsibility of contacting their supervising teacher/s and making them aware of their pending absence.

Please list any special responsibilities you perform that the superintendent and/or a substitute aide should be aware of while covering your responsibilities:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Mr. Williamson's Approval: _____ Date _____

Substitute Aide _____

R.1 EQUAL ACCESS - STUDENT MEETINGS (1332)

School student groups may be permitted to use the school District's buildings and property for the conduct of meetings in accordance with the Equal Access Policy of the District. Student groups desiring to use school property shall file a request with the building principal stating the name of the club and names of the students who in the name of the club are authorized to ask for permission to use the school property, who shall be responsible for any damage to the school property, and with whom the building principal can communicate with in regard to any vandalism, or other improper conduct, interference with school functions, or violation of any of the school rules related to the student group's meeting.

Both curriculum related student clubs and non-curriculum related student clubs shall have equal access to the use of a public address system for publication of notice of student club meetings at the times prescribed by the building principal for broadcast of student club notices. Both curriculum related student clubs and non-curriculum related student clubs shall have equal access to the school newspaper for publication of notices and the availability of space in the newspaper shall be on an available basis.

The request of a student group desiring to use district building and property for conduct of meetings shall be on forms provided by the district and submitted at least three (3) school days before the date for which the use is requested. The application may be for periodic dates or more than one date, and for continued use of the district property, but the request shall not exceed the current school year.

If the application is approved, the building principal shall designate and assign the rooms or other facilities to be used for the student group meeting or meetings, and if the application is for more than one date, establish such other reasonable conditions as may be appropriate for the scheduling of the use of the school property.

If the student group does not receive approval from the building principal, the student group may take an immediate appeal to the superintendent or his designee and the decision of the superintendent which will be made within two (2) school days may be further appealed to the Board of Education within seven (7) school days after receipt of the superintendent's decision.

No student group will be denied permission to use the school property because of the agenda or subject matter of the meeting unless the purpose or effect of the meeting is to promote or engage in illegal acts and conduct or disruption of the educational objectives of the district.

Student groups who are approved by the principal as related to the curriculum of the school and programs of the school shall have a sponsor who is an employee of the district and assigned by the principal. A monitor shall be assigned by the principal for those meetings of student clubs that are not related to the school curriculum. The monitor shall not be a participant in the meeting and shall be present only as a representative of the district for protection of the property of the district and prevention of any interruption of school programs or school activities or violation of any school rules.

R.2 SMOKING IN SCHOOL FACILITIES OR SCHOOL VEHICLES (4118.231)

Effective September 9, 1991 smoking shall be prohibited in Harvard Public School District buildings and in all school-owned vehicles. This policy pertains to all students, staff members, citizens and foreign visitors. Possession of any tobacco products by students on school property or at any activity associated with Harvard Schools is already prohibited under Policy No. 5131.6.

Background

Smoking has been identified by the Surgeon General of the United States as the number one health problem in our country. It is the leading cause of premature death, disease, and chronic disability.

Many young people begin smoking each year in Nebraska and the majority of them go on to become regular, adult smokers. Schools can influence both students and adults in a very positive way by creating a smoke free school environment.

Purpose

The Harvard Board of Education is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students resist tobacco use through a well planned health instruction program.

Designated Areas for Smoking

At present time, the Harvard Board of Education will permit smoking on school grounds by legal age citizens as long as it is done in open air areas outside of all buildings and vehicles. The front lobby at the entrance of the school building is not recognized as a smoking area. Smoking must be done outside the school buildings.

The Harvard Board of Education also asks that any visitors from the Harvard School District respect the no smoking policies of other school districts that the Harvard District is associated with through activities or other common interests.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy.

1. Students--any violation of this policy by student shall make them subject to student discipline procedures.
2. Staff--any violation of this policy by district staff shall be considered a violation of job responsibilities and appropriate steps will be taken by the administration.
3. Citizens--citizens who are observed smoking in school district buildings shall be asked to refrain from doing so. If the individual fails to comply with the request he/she will be referred to supervisory staff for possible further action which could include contacting local law enforcement authorities.

Legal Reference: 79-443 District board; schools; supervision and control

Policy Adopted: September 9, 1991 Harvard Public Schools

R.3 LOCAL PURCHASING POLICY AND REGULATIONS (3313.1)

The Harvard Board of Education believes that local suppliers/vendors should always be considered in the purchasing of good and services if at all possible. The board feels that a reasonable attempt should be made to contact local vendors to see if their prices/supply/ and /or delivery schedule will meet the purchasing guidelines established by the district. The board instructs the superintendent to develop purchasing guides to be used to determine when local vendors should be considered as compared to non-local vendors.

Regulations:

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors.

1. Quality of product
2. Suitability of product/s to District needs
3. Comparative Price/mileage costs/shipping costs (the administration will determine the overall price comparability between local and non-local vendors)
4. Conformance of specifications
5. Convenience of delivery/and or local supply/availability
6. General reputation of business firms
7. Past services to school district

If the purchasing agents for Harvard Public Schools should encounter unforeseen circumstances or obstacles which would prevent them from following these local purchasing guidelines, the Harvard Board of Education will allow the District's purchasing agents to bypass these guidelines, provided that should questions arise, a satisfactory explanation is presented to the Board members at the following regular board meeting.

Policy Adopted and Rules Approved: 9-9-91

R.4 SEXUAL HARASSMENT POLICY (5145.9 (a) (4118.14) (1312.2)
(page 1 of 7) (Policy and Forms A, B, C)

It shall be the policy of Harvard Public School to prohibit sexual harassment of school employees, applicants for employment, and students on any work premises where Harvard Public School has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy, the word "employee" shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy, the word "student" shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school age attending the district for education reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.
3. Conduct of a sexual nature by an employee or employees directed against another employee which has the purpose or effect of unreasonably interfering with that individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the District is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct of a sexual nature by an employee or employees directed against a student which has the purpose or effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, unsafe or unwholesome environment. (Physical contact with students by employees in situations where safety or health are factors is to be generally limited)

6. Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student or district employee when such conduct has the purpose or effect of unreasonably interfering with that student's academic performance, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment for that student or other personnel of the district. (including, but not limited to, physical contact, oral or written words with a sexual connotation, and oral or written communications of a personal nature not related to the educational function of the school).

It shall be the policy of Harvard Public School to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of Harvard Public School at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable. Availability of the form shall be made known to all students in grades seven through twelve. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students (grades K-6) in a reasonable manner. Students are encouraged to report all violations of this policy to their teachers or administration. An adequate number of copies of the complaint form shall be maintained within the superintendent's control and shall be available to any person protected by this policy. The effective date of this policy shall be February 16, 1994. Upon receipt of any complaint upon the form prescribed by this policy, the superintendent or his/her designee shall actively and diligently undertake an investigation subject to any limitations placed upon the investigation by the complaining party as indicated on the complaint form. After the investigation is completed, the superintendent or his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent or his or her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his/her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such matters of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the work place as well as to protect non-employees from employees at the work place. From time to time as deemed appropriate the superintendent shall address the subject of sexual harassment with the employees of the District by way of in service training, memorandum, administrative regulation, or any other method selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the work place regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Policy 5142.2 Continued (c)

Nothing in this policy, nor any of the terms and conditions attendant to the complaint or used by the District, nor terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the work place.

R.4.1 COMPLAINT AND CONSENT TO INVESTIGATE ALLEGATIONS OF SEXUAL HARASSMENT

Pursuant to its policy to prohibit and prevent sexual harassment, Harvard Public School District No. 11 provides this form to receive allegations of misconduct which have been suffered by any person covered by the district's Sexual Harassment Policy. the allegations set forth in this complaint form will serve as the basis for an investigation to be carried out promptly. In order to protect a complaining party's rights of privacy and in order to avoid disclosure of facts when such disclosure is not authorized by a complaining party, this form permits you as a complaining party to authorize disclosure of the facts contained in this form as they be required in the sound discretion of the investigator. This form also authorizes you to withhold certain facts set forth in this complaint in the course of an investigation. You should be aware that limitations on disclosure of certain information contained in this complaint may hinder and in some cases prevent the district from fully carrying out its policy to prohibit and prevent sexual harassment. By signing Form B with limitations on the disclosure permitted, you should also understand that an investigation may not be possible due to due process limitations on the district. Each employee of the district has a right to his/her good reputation unless a full and fair opportunity to confront allegations of misconduct is provided to such employee. Your signature below will be deemed to be an acknowledgment on your part that you have fully read this complaint form and that you have understood it. Your signature on this form will further indicate that you have sought any professional or collegial advise you have deemed appropriate and that the allegations contained in this form have been voluntarily given and have neither been encouraged nor discouraged by the district.

COMPLAINT

Name (complaining party) _____

Date(s) of occurrence of events complained of _____

Nature of complaint. Please set forth, in the space provide below, with specificity and detail, the events of which you complain.

Name of witnesses that are aware of any of the events that you complain of.

(Complaining Party's Signature)

Where Complaining Party may be reached _____

Telephone(s) _____

Date such complaint was filed _____, 20 ____

R.4.2 GENERAL AUTHORITY TO DISCLOSE INFORMATION

I understand that Harvard Public School District No. 11 will be conducting an investigation of my complaint. By affixing my signature to this paragraph, I authorize the investigator to disclose such portions of the information I have set forth in my complaint and which I may provide in the future with respect to this complaint. By affixing my signature to this paragraph, I hold harmless the district and its duly authorized investigator for any claim I may have resulting when such disclosure occurs in the course and scope of the investigation. By signing this paragraph, I acknowledge that I have read it fully and understand its contents.

(Complaining Party's Signature)

Date _____, 20 ____

R.4.3 LIMITED AUTHORITY TO DISCLOSE

I understand that Harvard Public School District No. 11 will be conducting an investigation of my complaint. However, it is my wish that certain facts set forth in this complaint not be disclosed to others or that certain facts be disclosed only to such persons as I specifically direct. The information which I wish to be disclosed to no one during the course of any investigation is as follows:

Below is listed factual information that I do not wish to have generally disclosed. Beside each specific fact stated below I have provided the name or names of those during the course of any investigation to whom I specifically authorize you to disclose such information:

I specifically acknowledge by signing this paragraph, rather than the general authority paragraph, that I may have placed limitations on the investigation which may make it difficult or impossible for the district to fully resolve my complaint.

(Complaining Party's Signature)

Date _____, 20 ____

R.4.4 STUDENT'S DENIAL TO BE ACCOMPANIED BY FACULTY MEMBER

I affirm that I have been offered to be accompanied by a member of the school faculty during this investigative activity, but have declined that option.

(Student's Signature)

(date)

(Witness)

R.4.5 SEXUAL HARASSMENT GUIDELINES: WHAT IS AND IS NOT SEXUAL HARASSMENT?

- I. Definition
 - A. Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
 - B. Sexual harassment must involve issues of sexuality
 - C. Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience**
 - D. Sexual harassment is one-sided.
 - E. Sexual harassment is about power.
 - F. Sexual harassment is a violation of a policy of the Harvard Public School
 - G. Sexual harassment is a violation of law: Title IX, Title VII and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.
- II. Who Can Be Victim
 - A. Anyone can be sexually harassed. This means that students, teachers, parents or others who are part of a school (janitors, bus drivers, office or lunch room staff) may be victims of sexual harassment
 - B. Victims can be male or female. Females experience sexual harassment more often than males.**
 - C. Victims can be from any ethnic/cultural group. People of color experience sexual harassment more often than European Americans**
- III. Who Can Be Harasser
 - A. Anyone might choose to harass someone. This means that students, teachers, parents or others who are part of a school might be guilty of sexual harassment.
 - B. Harassers can be male or female. Most (but not all) harassers are male.**
 - C. Harassers can be from any ethnic/cultural group.
- IV. Examples of Sexual Harassment: REMEMBER THAT IT MUST BE UNWELCOME.
 - A. Suggestive looks and gestures, staring and leering are forms of sexual harassment.
 - B. Demands for dates and sexual favors, especially if they are followed by threats, are forms of sexual harassment.
 - C. Touching and other kinds of physical contact can be sexual harassment. No one has the right to touch another in any way unless the receiver says it is okay.**
- V. What Sexual Harassment Is Not
 - A. Sexual harassment is not the victim's fault
 - B. Sexual harassment is not harmless flirts or harmless fun.
 - C. Sexual harassment is not normal sexual attraction
 - D. Sexual harassment is not something made up by people who are cold or unfriendly or no fun to be around
 - E. Victims of sexual harassment do not "ask for it" by being attractive or pretty.
- VI. Some Things to Know about Sexual Harassment
 - A. It usually happens over and over. It doesn't just go away if it's ignored.
 - B. Sexual harassment usually get worse if it's not stopped.
 - C. Our school district is very concerned that everyone knows that sexual harassment is illegal and is not to be permitted. Our school will take all necessary steps to stop it, including action against the harasser.
 - D. Any one who has experienced sexual harassment knows that it is unpleasant. Victims (students, employees or patrons) are encouraged to contact the District Administration (superintendent or principals)

NOTE!! The District Administration must be made aware of possible sexual harassment involving the District before a proper investigation can be conducted.

Clay County School District No. 11 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the district to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the district's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 4118.23) and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226,34 C. F. R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that

are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such list. (list available upon request)

5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
 - a. An oral reprimand
 - b. A written reprimand
 - c. Suspension with pay
 - d. Suspension without pay.
 - e. Termination of employment
 - f. Cancellation of employment
 - g. Non-renewal of employment
 - h. Referral to appropriate authorities for criminal prosecution
 - i. Mandatory enrollment in residential care or otherwise as a term and condition to any continuing employment by the district.
 - j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal regulations, and any applicable case law.
8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximums disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or

his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

BIENNIAL REVIEW OF PROGRAM

It shall be the policy of Clay County School District No. 11 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed. The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

STATISTICAL REPORT OF VIOLATIONS

It shall be the policy of Clay County School District No. 11 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the district's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

Legal Reference: Drug Free Schools and Communities Act

Policy Adopted: July 9, 1990 Harvard Public School

R.6 INTERNET ACCEPTABLE USAGE POLICY (6177.1)

The Harvard Board of Education believes that the Internet can be a valuable enhancement to the instructional process for both the student and the teacher. However the Board feels that the Internet should be used appropriately in Harvard Public School and that the district's usage policy must comply with the Child Internet Protection Act (CIPA HR4577) which was passed in December 2000. The board also requires that inappropriate Internet usage be blocked or filtered by a technology protection measure (filter).

Internet Acceptable Usage Guidelines:

The following guideline are required to be followed by both students, teacher and all other district employees to insure the district's compliance with HR4577 and to insure compliance with all other district guidelines concerning appropriate internet usage:

1. For Students (minors):
 - a. Students shall not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.
 - b. Students shall not use school resources to engage in "hacking" or attempt to otherwise compromise system security.
 - c. Students shall not engage in any illegal activities on the internet.
 - d. Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for educationally related purposes (NOTE!! The use of the Internet for these purposes shall be at administrative discretion)
 - e. Students shall not disclose personal information, such as name, school address, and telephone number outside of the school network.
2. For staff (adults):
 - a. Adults shall not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.
 - b. Adults shall not use school resources to engage in "hacking" or attempt to otherwise compromise system security.
 - c. Adults shall not engage in any illegal activities on the Internet.
 - d. Adults shall not open emails from an unknown source without contacting the districts technology coordinator.
 - e. PROFESSIONAL BOUNDARIES—PROHIBITED INAPPROPRIATE CONTACT WITH MINORS THROUGH TECHNOLOGY
 - e. Staff member are only allowed 2 personal devices to be set up for access on the school wi-fi.
3. Technology Protection Measure:
 - a. A technology protection measure is in place that should block or filter Internet access to Internet sites that are deemed inappropriate by school policy.
 - b. The technology protection measure that blocks or filters Internet access may be disabled by an authorized staff member for bona fide research purposes by an adult.
 - c. Authorized staff members may override the technology protection measure that blocks or filters Internet access for a student to access a site for bona fide research or other lawful purposes during which time the student will be monitored directly by the authorizing authority.
 - d. School staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

- 1.0 Policy
- 2.0 Standard Background Check
- 3.0 Comprehensive Background Investigation
- 4.0 Release to Check Background
- 5.0 Disqualification of Employment
- 6.0 Recordkeeping of Background Investigation Reports
- 7.0 Action Upon Notification of Adverse Background Investigation
- 8.0 Annual Background Investigation - Re-Certification
- 9.0 Employee Rights
- 10.0 Conditional Offers of Employment
- 11.0 Investigating Agencies (Approved Listing)

1.0 Policy

Harvard Public School reserves the right to conduct background checks on applicants for employment and current employees at Harvard Public School. This is done to ensure that individuals who join Harvard Public School workforce are well qualified, have a strong potential to be productive and successful, comply with their positions of trust, and have honestly presented their background and qualifications as outlined in the application materials.

2.0 Harvard Public School Standard Background Check

The Superintendent of Schools will initiate the Harvard Public School standard background check for all faculty and staff (including temporary staff and volunteers) and serve as the primary liaison to the investigating agency. The Harvard Public School standard background check will consist of the following:

1. County Criminal History Check for all Counties of Residence of the Previous Seven Years
2. Social Security Number Verification and Trace
3. Address Verification
4. State Sex Offender Registry (To include all 50 states and Washington DC who maintains their own registry)
5. State Child Abuse Registry Check for Nebraska OR Iowa (State of residence will be checked)
6. National Criminal File to Include Greater than 300 jurisdictions throughout the United States

2.1 County Criminal History Check: Criminal history research can help protect Harvard Public School against claims of negligence and reduces the potential of internal theft and fraud. Previous criminal history is the greatest indicator of whether an individual has a propensity for violence, theft and drug or alcohol abuse. Claims of negligent hiring have been most successful in courts when the employee had a prior history of criminal behavior. Statistics show that 8 out of 10 individuals who commit crimes are repeat offenders. This search will return criminal offenses occurring in the counties of residence and, in many cases, neighboring counties to those of residence. This information shall be retrieved directly from the county court or courts of record. This search will also include a county search of all 93 counties in Nebraska or all 99 counties in Iowa (State of residence will automatically be checked). Individuals with negative state or county criminal record results may be ineligible for employment at Harvard Public School. (See 5.0 Disqualification of Employment).

2.2 Social Security Number Verification and Trace: Harvard Public School will verify all social security numbers through a designated vendor. In order to prevent hiring employees under fraudulent circumstances, this procedure will be conducted on all volunteer, temporary and regular employees. If the Social Security Number does not match, refer to the SSN Mismatch Policy.

- 2.3 Address Verification: As a validity check against identity theft, home addresses and previous addresses of residence will be verified for finalist candidates.
- 2.4 State Sex Offender Registry: Applicants for employment and volunteer will be checked for history of sexual offenses in each of the 50 states (plus Washington DC's) sex offender databases. Individuals who have been convicted of a sexual offense are not eligible for employment or volunteer positions at Harvard Public School.
- 2.5 State Child Abuse Registry: All applicants and volunteers will be checked against the Nebraska Health and Human Services Child Abuse Registry or the Iowa Health and Human Services Child Abuse Registry (State of Residence will be checked) to discover if said applicant or volunteer is listed as someone who has abused a child. Individuals who have been listed as someone who has abused a child are not eligible for employment or volunteer positions at Harvard Public School.
- 2.6 National Criminal File: As an added precaution, all persons will be searched against a National Criminal Database containing information from more than 300 jurisdictions around the country. Individuals with negative state or county criminal record results may be ineligible for employment at Harvard Public School (See 5.0 Disqualification of Employment).
- 2.7 Global Report: This is a search of designated sanctions that the government has put in place to stop terrorists, terrorist supporters, persons who have committed crimes against government programs (i.e. Medicare and Medicaid), and many more. It also includes most wanted lists from the FBI and Interpol. Individuals with negative state or county criminal record results may be ineligible for employment at Harvard Public School (See 5.0 Disqualification of Employment).

1. Global Report

- a. Terrorist Watch List
- b. Presidential Order 13220
- c. National Wants and Warrants
- d. OFAC
- e. Government Sanctions
- f. Foreign Diplomats
- g. Foreign Dignitaries
- h. Interpol most wanted
- i. FBI most wanted

3.0 Harvard Public School Comprehensive Background Investigation

This is an enhanced level of investigation that is applicable to certain positions at Harvard Public School. All positions classified at the management level and above will undergo the comprehensive background check. Employees with significant fiscal responsibility (disbursing checks, accounting functions, banking rights, etc...) are subject to this level of investigation as well. Employees working with sensitive information such as Human Resources, Financials, etc... are subject to a comprehensive investigation at the time of hire and on an ongoing basis. Due to the level of responsibility and accountability, the additional investigations will be conducted:

1. Federal Criminal History
2. Credit History

3.1 Federal Criminal History: Harvard Public School will conduct federal criminal history checks on employees and volunteers subject to this level of investigation (as outlined above). Individuals with a negative criminal background under this

category will not be eligible for volunteering or employment at Harvard Public School.

3.2 Credit History: This search will reveal an applicant's debt load, payment history and any public record information (liens, judgments, bankruptcies) - this information will be assessed to determine an individual's level of responsibility and potential motivations for misuse of funds. Furthermore, this report can confirm a subject's social security number, date of birth, residential addresses and former employers. As a result, the application data can be confirmed through another medium.

3.3 Criminal Records Verification: The Office of Human Resources verifies the criminal record information provided on the Application for Employment for all finalist candidates. Departments should contact the Office of Human Resources after the employment decision has been made, but before extending an offer so that the applicant's or volunteer's verification can be performed.

4.0 Release to Check Background

All applicants for employment or volunteer positions must complete a standard release to check their background. In addition to the first release, all applicants for employment or volunteer position must complete a Nebraska or Iowa Health and Human Services Child Abuse release form (form must match state of residence). If the applicant does not complete the form, or if form is filled out unsatisfactorily, an official offer should not be extended. Refusal to fill out or sign either form shall be considered a refusal to submit to the Criminal Background Check Policy. Individuals who refuse to submit to this policy will not be eligible for volunteering or employment at Harvard Public School.

5.0 Disqualification of Employment

An employee, volunteer, or a candidate for either position may be disqualified for any of the following reasons:

1. Conviction of a criminal drug or alcohol offense. Such conviction shall disqualify a person for not less than 5 years from the final date of disposition of the most recent conviction (i.e. the day released from prison or probation would be the final date of disposition). Any person convicted of a subsequent criminal drug or alcohol offense shall be ineligible for employment or re-employment for a period of 7 years from the final date of disposition of the most recent conviction.
2. Conviction of a criminal theft or deception offense. Such conviction shall disqualify a person for not less than 7 years from the final date of disposition of the most recent conviction (i.e. the day released from prison or probation would be the final date of disposition). Any person convicted of a subsequent theft or deception offense shall be ineligible for employment or re-employment for a period of 10 years from the final date of disposition of the most recent conviction.
3. Any false statement of material fact in the application materials.
4. Membership, past or present, in an organization advocating the violent overthrow of the government of the United States.
5. Conviction of any felony or crime involving moral turpitude.
6. Refusal to submit to a criminal record / background check as required by the position.
7. Conviction of an act of violence.
8. Conviction of a misdemeanor domestic violence offense.
9. Any record found as "someone who has abused a child" with the State Health and Human Services Office.
10. Inability to verify an individual as who they represent themselves as (during the SSN verification identity theft and fraud often turn up).
11. Registration as a sexual offender.

6.0 Recordkeeping of Background Investigation Reports

See Records Management Policy

7.0 Action Upon Notification of Adverse Background Investigation

7.1 Applicants: The Superintendent will contact the hiring manager and inform him/her of candidate eligibility. Due to privacy concerns, the Superintendent will not disclose specific reasons for ineligibility or disqualification.

8.0 Annual Background Investigations - Re-Certification

8.1 Investigation of current employees: The Superintendent will/may conduct annual background investigations on positions of trust and positions listed as critical to Harvard Public School. ***Currently all positions including volunteers will/may be subject to annual background checks***. The same policy will apply to annual backgrounds that apply to pre-employment and pre-volunteer background investigations.

9.0 Employee Rights

If the background investigation was used as a basis for an adverse employment decision (selection, disqualification, etc...), the applicant or employee must be notified in writing and be allowed to view the investigation report. The Superintendent shall mail via the US Postal Service First Class Mail an adverse action letter including the report furnished by the third party provider containing that third party's name and contact information for the purpose of dispute.

10.0 Conditional Offers of Employment

In certain critical or hard-to-fill positions, offers may be extended to applicants on a conditional basis before the investigations process is finished. Applicants with an adverse background or criminal records check will be terminated immediately upon receipt of the official results.

11.0 Investigative Agencies - Approved Listing

- A: One Source: The Background Check Company
P.O. Box 24148 Omaha NE 68124
800-608-3645 or 402-933-9999
- B. Nebraska Highway Patrol

Employees - The designated 3rd party vendor for Harvard Public School.

Volunteers - The designated 3rd party vendor for Harvard Public School.

DEFINITIONS

Criminal Record

1. Conviction of a crime (any felony; such as aggravated assault; aggravated battery; rape; theft by taking; theft by deception; forgery in the first or second degree; murder and felony murder; criminal attempt that concerns attempted murder; robbery; armed robbery; or any offense committed in another jurisdiction which, if committed in Georgia, would be deemed to be such a crime without regard to its designation elsewhere);
2. Arrest, charge, and sentencing for a crime where: (a) a plea of nolo contendere was entered to the charge; (b) first offender treatment without adjudication of guilt pursuant to the charge was granted; or (c) adjudication or sentence was otherwise withheld or not entered on the charge; or

3. Arrest and being charged for a crime if the charge is pending, unless the time for prosecuting such crime has expired (statute of limitations)

First Reading: 12/13/2007 Approved: 1/14/2008 Revised: 6/16/2008

HARVARD PUBLIC SCHOOL
P.O. Box 100
506 East North Street
Harvard, NE 68944

I understand that Harvard Public School may request investigative information from public and private sources for purposes related to my employment whether I am a new applicant or a present employee. Investigative information may/will include sources about my: 1) Criminal History (County, State and National Criminal Search), 2) National Sex Offender Registry, 3) Nebraska Health and Human Services Child and or Adult Abuse Registry, 4) Social Security Number Trace and Verification, 5) Global Report, 6) Credit History and 7) Driving Record- (Harvard Public School reserves the right to run annual Motor Vehicle Record Checks on all employees that drive as part of their normal job function with the school district. The district reserves the right to run MVR Checks on a basis of probable cause if we have plausible reason to believe that you have been involved in misconduct which would reflect negatively on your Motor Vehicle Record and potentially upon the security of the districts' students)

I authorize and give consent to Harvard Public School to conduct such an investigation through a third party (One Source of Omaha or the Nebraska State Patrol) at time of application for employment and during the course of employment. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I further authorize and give consent to One Source of Omaha or the Nebraska State Patrol to release and disclose to Harvard Public School any and all information or records requested regarding me as described above. I release any person or entity which provides information or records in furtherance of this Authorization from any and all claims or liability for compliance other than for intentionally providing inaccurate or false information.

I understand that the information obtained in the investigation will be held in confidence in accordance with Harvard Public School guidelines. If the background investigation is used as a basis for an adverse employment decision (selection, disqualification, termination, etc...), the applicant or employee will be notified in writing and will be allowed to view the investigation report. The Superintendent shall mail via the US Postal Service First Class Mail an adverse action letter including the report furnished by the third party provider containing that third party's name and contact information for the purpose of dispute.

I consent to the information set forth below and the information provided in my application or my employee file being used for identification purposes in requesting records or information related to the investigation.*

_____	_____
(Printed legal Name of Prospective or Current Employee)	Birth Date
_____	_____
(Legal Signature of Prospective or Current Employee)	Today's Date
Other Legal Names Used (Including Maiden): _____	
Social Security Number: _____	
Drivers License Number: _____	State of Issue: _____
Current Home Address/City/Zip: _____	

*A copy (including photocopy or facsimile copy) of this Authorization may be used as an original.

HARVARD DRIVER CERTIFICATION FORM
FOR USE OF DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS

This certification is required for all persons who: (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District.

Name _____ Operator's License No: _____ License Class: _____

I certify that the following information is true and accurate:

_____ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

_____ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

- | | |
|--------------------------|-----------------------------|
| _____ Corrective Lenses | _____ Outside Mirrors |
| _____ Automatic Signals | _____ Maximum Speed Rest. |
| _____ Mechanical Aids | _____ Daylight Only |
| _____ Restricted Area | _____ 2 Lane, 2 Way Only |
| _____ Automatic Trans. | _____ No Interstate Driving |
| _____ No One Way Streets | _____ Other: _____ |

_____ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones and other handheld wireless communication devices will not be used while the vehicle is in motion.

_____ I have been given instruction on emergency evacuation procedures, first aid and other instruction applicable to the group of pupils being transported.

_____ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

_____ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of any of the following events:

- Suspension, revocation, withdrawal or expiration of my driver's license;
- Any ticket or accident while in a District-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time;
- Any circumstance which may result in any of the responses on this Driver Certification not continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

Dated this _____ day of _____,

Driver

S. CRISIS RESPONSE MANUAL

S.1 PURPOSE OF CRISIS RESPONSE MANUAL

The purpose of this Crisis Response Manual is to provide procedures to follow in the event of a crisis or emergency. This manual will also be used to determine if the school system is maintaining safe, healthful and sanitary conditions within the school plant and on the school grounds and meets the fire, safety and health codes. It is the Harvard Public School Districts philosophy that a preplanned and organized approach is more effective in reducing confusion, psychological, and social difficulties during and following a crisis in the school. This manual does not cover every condition that might develop and it may not always be possible to follow every procedural step.

OBJECTIVES OF Crisis Response Manual:

1. Provide organized procedures to follow should a crisis occur (excluding death involving a student or member of the staff).
2. Provide a Crisis Management Plan should a death occur involving a student or member of the staff or a student's parent/guardian.
3. Maintain a safe environment for students and staff.
4. Prevent escalation of rumors.
5. Communicate with staff, students, parents/guardians, other publics and the media.
6. Continue effective instruction and carry out established routines, rules and regulations within the school building if possible.
1. Meet special needs of individual students by working with parents, school staff, and specialists.
2. Provide support and information for those directly or indirectly involved.
3. Identify students at risk following a crisis.
4. Attempt prevention of imitative behavior in case of suicide.
5. To provide a method of determining if the school system is maintaining safe, healthful and sanitary conditions within the school plant and on the school grounds and meets the fire, safety and health codes.
6. To provide a school safety and security plan which addresses the safety and security of students, staff and visitors. The plan will have board approval.
7. To provide a method of external review of the school safety and security plan.

SCHOOL SAFETY TEAM

Purpose of School Safety Team:

The purpose of the School Safety Team will be to meet at least annually to prepare and/or review safety and security plans and procedures, including emergency plans and procedures. Meetings will be arranged by the Head Administrator.

School Safety Team Members:

1. Administration
2. Custodial Staff Member
3. Fire Department Member
4. Law Enforcement Member
5. School Secretary
6. Harvard Medical Clinic Member
7. School Nurse
8. Community Member/Parent
9. Harvard Insurance Agent

S.2 External Review of the Safety and Security Plan:

The Team will also insure that the school system's safety and security plan is reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. This review will include a visit to school buildings to analyze plans, policies, procedures and practices and to provide recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety and security team to be considered in making revisions to the plan.

Head Administrators Responsibilities and Media Procedures

_____ Gather and Verify as much information as possible about the crisis.

1. call Law Enforcement Officials—Sheriff 762-3528 Police 772-4711
2. visit at scene of crisis if time permits or appropriate
3. contact and/or visit family if appropriate
4. call any hospitals, emergency personnel or other related personnel
5. record all information and present a copy to the CRT

_____ Call the School Board President an/or other board members.

_____ Handle all contacts by Media sources. **(see tips for media interviews)

6. Do not allow media personnel in the building unless it is to a designated briefing area.
7. Do not allow students and staff to talk to media personnel unless they are directly involved with the situation.

_____ Call CRT members and tell them to activate the CRT's telephone tree and assemble as quickly as possible at the school's CRT Room.
(Room Beside Superintendent's Office)

**Tips for Interviews with the Media

1. Be honest. If you don't know the answer, say so. Tell the reporter you will get back to him/her as soon as possible. If you make a mistake in an interview, say so.
2. Remember, there is no such thing as "off the record"
3. If you see a microphone or a camera, always assume they are turned on.
4. Prepare for an interview by deciding ahead of time what you want to accomplish—set a goal—if you need more time, take it and do not give interview until you are ready.
5. Be able to talk knowledgeably about the crisis or don't talk at all.
6. Anticipate the "worst question" ahead of time and plan an answer in advance.
7. Bridge a question from where you are in the interview to where you want to be—reach your goal not the interviewers.
8. Never say "no comment." It sounds like you have something to hide.
9. Don't use jargon—it is easily misunderstood.

S.3 FIRE DRILL PROCEDURE

Emergency Checklist

1. _____ Activate the school fire alarm system and evacuate the building
2. _____ Call the Fire Department (772-5555)
3. _____ Do not re-enter the building until all clear signal given by administration

Fire Emergency Procedures

1. Alarm sounds, evacuate building immediately according to room plans given below. Teachers are to designate one student to lead line out of building.
2. Do not stop to get personal items.
3. Teachers are to follow line to be sure no one is left behind.
4. Teachers are to take grade book if possible and shut classroom doors. It is not necessary to shut windows.
5. Classes line up at the assigned areas a safe distance from the building. (at least 100 feet)
6. Teachers are to check to see if all are present and to report any missing students immediately to the administration.
7. If the emergency will be of considerable duration or if remaining at the school site presents a hazard, directions will be given to follow the alternate site plan.

USE THE FOLLOWING DESIGNATED EXITS—MOVE QUICKLY, BUT DO NOT RUN

South East Exit (double doors)

North Stage Door Exit (across gym)

Room 15
 Business Lab
 Room 16
 Boy's Dressing Room
 Girl's Dressing Room
 Stage

North Half of Bleacher
 Teacher's Work Room
 Furnace Room

South Exit (lobby)

Southwest Exit

Main Office
 Secondary Principal's Room
 Rooms 12, 18, 20, 21
 South Half Bleachers
Northwest Exit (main building)

Elementary Principal
 Rooms 6, 7, 8, 9, 10

Special Education
 Speech Language
 High School Library
 Title I
 Special Needs Room

West Exit (elementary addition)

Rooms 105, 106, 107 and 108
 Elementary Library
 Art Rooms 2, 3, and 4

East Shop Exit

East Exit Elementary

Room 23
 Industrial Technology and Shop

Rooms 101, 102, 103 and 104

Kitchen Exit

East Vocal Exit

Kitchen employees

History and Spanish
 Study Hall

South Band Exit

Band and Vocal Room

S.4 Tornado Emergency Procedures and Tornado Drills

1. Administration to announce a tornado warning over the intercom "we are now under a tornado warning, please go to your designated areas."
2. Teachers will lead students under their authority to a designated area (see appendix A). Teacher and students should assume a kneeling position.
3. Teacher should take their grade book with them for taking roll. All students must be accounted for.
4. Each teacher should take a flashlight with them.
5. All teachers will provide instructions to be followed in the event of tornado drills and during an actual tornado.

Blizzard Emergency Situation

SCHOOL CLOSING NOTICES BEFORE SCHOOL DAY BEGINS AND DURING SCHOOL DAY.

If it is necessary to close school due to inclement weather or an other emergency, the information will be called into the following media for broadcasting: KHAS-TV and KHAS RADIO, KLKN-TV (8), KGIN-TV (10-11), NTV (13) KROA RADIO, KQKY 106 AND KRGJ RADIO.

During a blizzard emergency situation when school is in progress, the central office will keep the teachers and students apprised of the "Winter Storm Watch and Warning" situations.

If the decision is made to close school during the school day and release students and teachers, the following steps will be taken:

1. The radio and TV stations will be contacted and the school closing will be announced. Parents will be asked not to telephone the school but to make a personal trip to the school should they have a particular concern. Parents will be allowed to take their child home early should they so desire.
2. The bus drivers will be contacted. A cell phone check will be conducted with the central office to insure the phones are in working order before the routes are run.
3. A record of the students who actually board the bus before departure will need to be taken by the drivers and report these students to the central office.

If the decision is made to keep staff and students at the school and not release them because of the severity of the blizzard, the following steps will be taken:

1. The radio and TV stations will be notified of that decision.
2. The administration and teachers will begin to organize supervision responsibilities: radios, flashlights, cell phones, food preparation, sleeping quarters, etc.
3. The emergency situation will be assessed as it proceeds, and the administration will make appropriate decisions until the situation subsides.

S.5 EVACUATION/ALTERNATIVE SCHOOL LOCATION

Although it is highly unlikely, some crisis situations may require that the school be evacuated and the students relocated to alternative sites because of the nature of the emergency or if the school building is determined to be unsafe for a period of time.

The following steps will be taken:

1. Teachers will be notified to take students immediately to the following sites:
 - a. K-grades 6: Harvard Rest Haven Phone: 772-7591
 - b. 7-8 grades Park View Manor Meeting Room Phone: 772-4091
 - c. 9-12 grades Catholic Parish Hall Phone: 772-3511
 - d. The administration and office Secretaries will be located at the nursing home to conduct the procedures. Arrangements will be made at these locations to contact the radio and TV stations.
2. Parents will be instructed to pick their children up at these locations
 - a. Parents will be asked to sign out their child if they come to pick him/her up at the alternative site.
3. Students who can drive may be permitted to return to their vehicles from the alternative sites after the determination has been made that such a practice would be safe. Their names will have to be recorded.
4. The rescue unit, fire department and law enforcement will be called to help with the emergency.
5. Any students transported to the Harvard Medical Clinic or another hospital will be recorded by name, and such names will be given to the administration and family members will be notified.
6. After the incident and all students and staff have been accounted for and dismissed to the parents, DEBRIEFING should be scheduled between the emergency team members.
7. A written communication should be sent to parents and students ASAP.

S.6 POTENTIAL SUICIDE CHECKLIST

Suicide threats must always be taken seriously and demand immediate intervention. If a situation is potentially life-threatening, students and staff need to recognize that the issue of confidentiality does not apply.

What to do:

- Do not leave the individual alone
- Take the individual to appropriate staff

Assess the degree of risk:

- Ask the student directly if he/she is thinking of suicide.
- Is there a plan, how specific is it?
- How lethal is the method?
- How available is the means?
- Has there been a previous attempt?
- Ask about feelings of anger and depression (crying, sleeplessness, loss of appetite, hopelessness).
- Ask about losses (deaths, family changes, peer relationships).
- Ask about history of chemical use.
- Ask whether student has made final arrangements (giving away possessions, saying good-by).

Intervention Plan:

- Contact student's parent (s) or guardian (s) and plan with them how to help the student.
- Police should and/or Child Protection Services may need to be involved if parents are unable or unwilling to help. When the student is assessed to be in immediate danger the Harvard Police Department will assist in transporting students in a private vehicle.
- Refer parents/guardians to appropriate services from physicians or mental health professionals.

Follow-up

- Document actions taken. (Refer to the "Report of Suicide Risk" form)
- Check to be sure that the student has received (is receiving) appropriate services.
- Plan for the student's transition back to school.
- Maintain contact with a counselor or family specialist.
- Brief appropriate staff on student's status.

S.7 Report of Suicide Risk

School _____ Date _____

Student's Name _____ D.O.B _____

Address _____ Parents Notified: Yes _____

Parent's Name _____ Date of Notification _____

Telephone Number _____ Time _____

Staff Member/s Involved _____ Report Prepared by _____

Presenting Problem: _____

Recommendations: _____

Action Taken: _____

Results of Parents Contact: _____

S.8 Intruder in Building

1. The first person to notice a suspicious intruder or person with a weapon, a person who appears to be upset or someone acting out of control will notify the administration (in person or over the intercom), who will determine if the situation warrants calling law enforcement.
2. An announcement over the intercom will be read: "As part of safety procedures, teachers please secure your classroom (lock doors and do the following)
 - a. Do not allow students to leave the classroom, be seated on the floor next to an interior wall away from windows.
 - b. Turn off lights and close blinds.
 - c. Take accurate role and account for any missing student.
 - d. If possible, teachers are to communicate missing students to the main office with the intercom or by email.
3. Designate personnel to monitor hallways and other areas of the building. Direct students and staff who are not in a classroom to a safe area of the building and secure the area.

Hostage Situation

1. The first person to notice a hostage situation has occurred will notify the administration (in person or over the intercom), who will call law enforcement.
2. An announcement over the intercom will be read: "As part of safety procedures, teachers please secure your classroom (lock doors and do the following)
 - e. Do not allow students to leave the classroom.
 - f. Take accurate role and account for any missing students.
 - g. If possible, teachers are to communicate missing students to the main office with the intercom or by email
3. Don't do anything to escalate the situation before law enforcement arrives.
4. The command post for law enforcement and administration will be in the superintendent's office.
5. Make a list of student's who may be being held hostage.
6. Inform office staff as to appropriate information to give callers.
7. Designate personnel to monitor hallways and other areas of the building.
8. Direct students and staff who are not in a classroom to a safe area of the building and secure the area.
9. Keep the media informed of the situation if necessary so that parents will have accurate information.
 10. Plan how to inform families of students and staff directly affected.
 11. Teacher's should not allow student's to leave classrooms or save areas until an all-clear announcement is read over the intercom.

S.9 Abduction of a Student

The opportunity for the abduction of a student is very real and students and staff need to be aware and educated on what to do if an attempted abduction occurs.

1. The administration is to be contacted immediately.
2. Law enforcement will be called.
3. Students and staff need to be aware that attempted abductions may occur while the student is walking to and from school. Students need to be encouraged to report the incident immediately.
4. Abductions could happen on the playgrounds and staff need to be aware of unfamiliar person (s) on or near the playground areas and take note of their appearance, vehicle, etc.
5. Give a thorough description of the person and/or vehicle to law enforcement:

Gender Race physical/appearance beard glasses
vehicle make and color license number
6. Encourage students to seek out a "familiar face" and report the incident to them.

Medical Emergency

A medical emergency includes life-threatening situations such as: heart attack, air obstruction, severe bleeding and seizures.

1. Notify the administration or the main office as to the location of the victim.
2. Office staff notifies nurse, if possible, and calls the EMT's.
3. Have someone meet paramedics at the door to take them to the victim.
4. A staff member should go to the hospital or clinic to provide information for ER personnel on that student or staff member if parents or family members are not available.
5. Notify parents or other members of the family of the situation.

Persons in building trained in First Aid/CPR:

1. _____
2. _____
3. _____

S.10 Basic First Aid Priorities:

1. Survey the scene to make sure it is safe. You can not help by becoming a victim yourself.
2. Do not move the victim if you suspect a neck or back injury.
3. Make certain the person is breathing.
4. Make certain the person's heart is beating.
5. Control severe bleeding.
6. Call EMT's.
7. Do CPR as necessary.
8. Treat all body fluids as potentially infectious.
 - a. When possible direct contact with body fluids should be avoided. Disposable gloves are available for emergency use in all classrooms.
 - b. Vigorous hand washing should always be a first priority whenever one comes in contact with any body fluid.
 - c. Disposable gloves, plastic bags and 1:10 solution of Clorox (disinfectant) needs to be used for protection and cleanup in all situation.
 - d. If items to be disposed of are materials with body fluids on them (such as bloody bandages or disposable diapers) these items should always be placed in a plastic bag and securely tied prior to disposal.

Chemical Spill or Toxic Fumes

1. Identify the immediate situation. If chemical or toxic fumes are suspected, the administration should make the following decision:

Is the spill or toxic fumes OUTSIDE the school building?

- a. Close all windows, doors, fresh air vents, turn off air conditioners and keep all students and staff indoors.
- b. Police and Fire Department should be called
- c. Be prepared to evacuate the building following the alternate evacuation site plan.

Is the spill or toxic fumes INSIDE the school building?

- a. Determine the source/location.
- b. Isolate the area to prevent injury or exposure and secure the building.
- c. Contact Law Enforcement and the Fire Department.

Be prepared to evacuate the building.

S.11 Bomb Threat

Bomb Threat Checklist

Time _____ Date _____

If you answer the phone and receive a bomb threat:

DO NOT HANG UP THE PHONE! Use another phone to call law enforcement and administration.

Record the exact words used by the caller:

ASK:

What time is the bomb set for? _____

Where is the bomb? _____

What does the bomb look like? _____

Why are you doing this? _____

Who are you? _____

Evaluate the voice of the caller:

Background Noise:

_____ Man _____ Accent _____ Music _____ Conversation

_____ Woman _____ Speech Impediment _____ Children _____ Machine Noise

_____ Child _____ Intoxicated _____ Typing _____ Traffic

_____ Age _____ Other _____ Airplane _____ Other

Others: _____

Call Received by _____ Call the Administration!!!!

S.11 Bomb Threat Procedures

Upon Receipt of a bomb threat, the person receiving the call will make every attempt to:

- Prolong the conversation. DO NOT HANG UP THE PHONE
- Identify background noises and any distinguishing voice characteristics.
- Ask the caller for a description of the bomb, where it is, when it is due to explode, etc. (See Bomb Threat Checklist)
- The person receiving the threat will notify the Superintendent.
- If a written threat is received, copy the contents and protect the original message (plastic covering, etc.) to preserve fingerprints and other identifying marks.
- A Crisis Command Post will be set up in the Superintendent's office
 - a. Law Enforcement Officers, Fire Department representative, the administration and the custodians will meet in the Crisis Command Post and plan whether to search the building or evacuate the students.
 - b. Procure the emergency map of the school plant to coordinate search.

The administration will, in consultation with law enforcement, decide whether to make a preliminary search or evacuate the building.

The office will announce "As part of safety procedures, teachers please secure your classrooms" over the intercom. Students and staff are to remain in their classrooms until an "all clear" is given or directions to evacuate the building. Building evacuation will be the same as fire evacuation.

Staff members are to make a visual observation of the rooms or work areas but they are not to open cabinets, doors or move objects. If anything suspicious is found, DO NOT TOUCH IT!! Look for something that does not belong in the classroom or work area.

1. There must not be any movement in the rooms or around the school while the decision is being made to search the building.
2. Students that are in rooms other than classrooms are to get to a safe wall and sit down.
3. Hallways, rest rooms and other unsupervised areas are to be checked for students. These students are to be sent back to their respective classroom.
4. Teachers will need to account for any missing students
5. It is generally thought by experts that students and teachers are safer in classrooms than in moving around the building or panicking and rushing out of the building.

S.12 Factors to Consider by searchers:

1. The bomb can be almost anything from a bundle of dynamite or concealed in ordinary objects (briefcases, toolbox, section of pipe, etc.) Look for something that doesn't belong.
2. An audio check for any unusual sounds.
3. Search waist level down and then waist level up.
4. Awareness of ceiling areas, rest rooms, closets, etc.
5. Monitor entrances to make sure no one enters or leaves.

Factors to consider if a bomb is located:

1. Use fire drill procedure to evacuate and get at least 300 feet from building. May have to use alternative relocation site if the search is prolonged or the weather is inclement.
2. May have to use alternative evacuation routes in parts of the building.

Factors to consider before a bomb threat transpires:

1. Any information (rumors) regarding bomb threats or the making of a bomb generated by and or from students should be investigated and taken seriously.
2. Any such information should be given to the administration and then turned over to law enforcement.

S.13 CRISIS RESPONSE TEAM PLAN (CRT)

I. CRISIS MANAGEMENT TEAM: (used in the event of a death connected with district students or staff members or in some cases in the event of the death of a student's parent/guardian or staff member's spouse or prior student's death)

CRT Emergency Contact

II.	Team Members	Phone Numbers
	1. Deb Polacek	772-3451
	2. Michael Derr	772-2477 or 308-380-2669 cell

The Harvard Administration and Guidance Counselor are expected to be a member of Crisis Response Team so some responsibilities will overlap between the CRT and the Administrative Team.

The following regulations and procedures for handling a crisis were designed to deal with a number of emergency situations that could occur in the district. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step. These guidelines can be used in conjunction with any other procedures for emergencies.

III. IMPLEMENTATION OF CRISIS RESPONSE TEAM PLAN

Action Plan for Crisis Occurring During Non School Hours

Following the crisis event, CRT members or other employees should do the following:

- _____ Notify Superintendent of Schools (772-2477)
- _____ Notify Secondary Principal (402)641-4222 or Asst Principial (402)705-6486
- _____ Notify Guidance Counselor (772-3451)

NOTE!!! All information is to be funneled to the administrator or his/her designee who is in charge. Controlling rumors or misleading information is very important in the early stages of a crisis.

Designee Defined: Should the superintendent NOT be unavailable at the time of a crisis, then the following personnel in order of listing will complete the Administrator's Checklist of Responsibilities:

- 1) Secondary Principal or Assistant Principal
- 2) Guidance Counselor
- 3) Designated member of Crisis Response Team
- 4) Any remaining member of Crisis Response Team

Administrator's or Designee's Checklist of Responsibilities

- _____ Gather and Verify as much information as possible about the crisis.
 - a) call Law Enforcement Officials—Sheriff 762-3528 Police 772-4711
 - b) visit at scene of crisis if time permits or appropriate
 - c) contact and/or visit family if appropriate
 - d) call any hospitals, emergency personnel or other related personnel
 - e) record all information and present a copy to the CRT
- _____ Call the School Board President an/or other board members.
- _____ Handle all contacts by media sources **(see tips for media interviews)
 - a) Do not allow media personnel in the building unless it is to a designated briefing area.
 - b) Do not allow students and staff to talk to media personnel unless they are directly involved with the situation.
- _____ Call CRT members and tell them to activate the CRT's telephone tree and assemble as quickly as possible at the school's CRT room (Superintendent's Office)

CRT Telephone Tree (please call person below you—if unable to reach him/her call the next person on the list)

Team Members	Phone Numbers
1. Michael Derr	772-2477
2. Deb Polacek	772-3451
3. Blake Thompson	402-705-6486
4.	
5.	

**Tips for Interviews with the Media

1. Be honest. If you don't know the answer, say so. Tell the reporter you will get back to him/her as soon as possible. If you make a mistake in an interview, say so.
2. Remember, there is no such thing as "off the record"
3. If you see a microphone or a camera, always assume they are turned on.
4. Prepare for an interview by deciding ahead of time what you want to accomplish—set a goal—if you need more time, take it and do not give interview until you are ready.
5. Be able to talk knowledgeably about the crisis or don't talk at all.
6. Anticipate the "worst question" ahead of time and plan an answer in advance.
7. Bridge a question from where you are in the interview to where you want to be—reach your goal not the interviewers.
8. Never say "no comment." It sounds like you have something to hide.
9. Don't use jargon—it is easily misunderstood.

IV. INITIAL CRT MEETING:

- _____ (A) Evaluate crisis and all information available
- _____ (B) Prepare a written statement to be used by team members and administrators.
- _____ (C) Activate employee calling tree—use prepared statement—give other instructions.
- _____ (D) Develop an agenda and schedule an informational meeting at least 30 minutes prior to starting of school day (all employees except bus drivers should attend if possible).
 1. decide best method of making crisis known to students

- _____ (E) Principal informs any substitutes of CRT meeting, ask them to attend/Contact other substitutes to be on duty to relieve teachers or CRT members.
- _____ (F) Decide additional counseling needs if necessary.
- _____ (G) Contact any designated personnel not included above if appropriate.
- _____ (H) Contact neighboring schools where students might be effected.
- _____ (I) Appoint CRT member to document actions taken by team to be evaluated and used for future reference.
- _____ (J) Plan after school meeting.
 1. early meeting with bus drivers
 2. letter to parents
- _____ (K) Other Concerns.

V. THE NEXT DAY FOLLOWING A WEEKEND OR EVENING CRISIS

- _____ (a) A team leader and/or designated member will communicate with the bus drivers prior to their morning departure
 1. if bus is already in route, call drivers and ask them to report to the superintendent's office upon arrival
- _____ (b) Meet with all employees, substitutes and other designated personnel at least 30 minutes prior to school starting.
 1. receive facts involving the crisis and dispel rumors.
 2. discuss plans for the day and how to respond to the crisis.
 3. express feelings and lend support to each other.
 4. inform staff to send highly affected students to "quiet areas" (elementary or secondary libraries)—require a supportive student or CRT member to accompany these students.
 5. assist faculty and staff to keep the day as normal as possible.
 6. A CRT member may follow the student's schedule, so there is no "empty desk". This will also allow other high risk students to be observed or to discuss their feelings or grief.
- _____ (c) Advise office secretaries, custodians, cooks and teacher's aides of any particular responsibilities or concerns they may have to address.

School Secretaries:

 1. Do not give information over the phone except as approved by the administration—refer all requests for information to the administration.
 2. Check the absentee list—call to make sure any absent student is with an adult during the day.
 3. Contact administration or CRT member if student attempts to leave building after crisis is announced

Bus Drivers:

Custodians:

Cooks:

Teacher's aides

 1. observing student behavior
 2. encountering unauthorized personnel in building
 3. requests for information from outside sources
 4. others as appropriate

VI CRT PROCEDURES TO FOLLOW TO NOTIFY STUDENTS OF THE CRISIS:

Secondary: During 1st period:

- (a) Factual information announced to students by reading a prepared statement.
Deal with rumors.
- (b) Remind students of CRT—encourage students to visit with the CRT as necessary.

- (c) Inform students of the "quiet room" (secondary library) where they can go to be alone with a support person. While in the quiet room the members of the CRT review the feelings of students following the crisis and suggestions are discussed on ways to handle expressions of grief or frustrations.
- (d) CRT member meets with identified friends of the student to talk alone

Elementary: At the beginning of the day:

- (a) Each classroom teacher will read a prepared statement containing factual information. Deal with rumors.
- (b) Be aware of those who seem visibly upset and comfort them as much as possible.
- (c) "Quiet room" will be in the elementary library. While in the quiet room the members of the CRT review the feelings of students following the crisis and suggestions are discussed on ways to handle expressions of grief or frustrations.

VII CRT PROCEDURES TO FOLLOW AFTER CRISIS IS ANNOUNCED:

- (a) Identify the close friends of the victim/s. Keep close watch and support/comfort as needed.
 - 1. Help center for students will be the guidance room
- (b) Check with secretaries about absentees.
- (c) Call parents of students who seem to be having an especially tough time dealing with the crisis—continue to call over next few days or weeks.
- (d) In the event a student feels he/she must leave or needs to be sent home, he/she will not be allowed to leave unless a parent picks him or her up. Principal or his/her designee will contact parents.
- (e) Check with all teachers or other employees in the middle of the A.M. and again in the middle of the P.M. to see if they need a break. Give them break time if requested. Principals will contact substitutes to relieve teachers if necessary.
 - 1. Help centers for employees needing counseling will be located in the special needs rooms (Room beside Elementary Principal's Office)
- (f) Decision on communications with parents—compose letter detailing necessary information about crisis—how sent.

VIII IMMEDIATE PLAN OF ACTION FOR CRISIS OCCURRING DURING SCHOOL HOURS:

- (a) Get Emergency Help Immediately Call 772-5555
- (b) Notify office immediately

Administration or his/her designee (see Step II and III)

- _____ Notify victim's parents or other appropriate family members
- _____ Notify CRT members to meet and decide a course of action

- (1) verify all information
- (2) decide upon method of informing employees and staff
- (3) make other pertinent decisions (see steps II and III)

- _____ Students are to return to rooms or classes as scheduled
- _____ Staff or substitutes or aides are responsible for supervising students that have been assigned to them.
- _____ Students are not to leave building without voice confirmation of parent. Parent will be apprised of the crisis with recommendation that child stay at school or child is picked up—child should not be alone.
- _____ Have Office Secretaries direct all calls to administration or Designated CRT member

Transportation Concerns

_____ CRT team member contact bus drivers and ask them to meet at 3:15 PM

_____ If all students must be sent home, the usual means of transportation will be utilized with the exception of those students who are directly involved/effected by the incident.

1. Their parents or guardians will be contacted and apprised of the Crisis and concern for their child—they will be asked to pick up their child or assist the school with other arrangements.

After School Meeting with employees and CRT members

- _____ a. Review day's events and update new information
- _____ b. Process and validate staff's feelings about the crisis
- _____ c. Discuss student's reactions and/or particular concerns
- _____ d. Discuss funeral arrangements if known
 1. when and where
 2. staff attending and school policies
 3. procedures for students if held during day
- _____ e. Communications with parents and support for family members
- _____ f. Plan next days strategies with employees
- _____ g. Take possessions of deceased to appropriate persons
- _____ h. CRT will continue to meet and plan follow up activities.

IX GENERAL RECOMMENDATIONS OR REQUIRED PROCEDURES

1. All communications with the news media will be coordinated through the administration or his/her designee. Unauthorized personnel are not to talk to the media or to spread the "news" about the crisis. Wait to hear the official report from the CRT members over the employee calling tree. Controlling rumors or misleading information is very important in the early stages of a crisis.
2. Non-school persons may not enter the school facility or communicate with any school employee or student without permission from an administrator. All visitors must sign in at the office.
3. The entire staff must demonstrate caring, competence and concern. A calm demeanor is essential. Each staff member must at every opportunity work with individual students, dispel rumors, and be visible and available for help as necessary before, during and after school.
4. School will be conducted as usual. Class routine will be maintained.
5. Students are not to leave the building if they will be alone—parents or a responsible adult should pick up students showing signs of distress.
6. The CRT designated room will be in the conference room beside the superintendent's office.
7. Staff is encouraged to make written observations throughout the day to be shared with CRT members.
8. Faculty and Guidance Counselor should change their regular routine as needed to handle questions about loss, sharing of grief etc
9. Counselor should be available to meet with any students who are showing considerable distress or other unusual behavior
10. When appropriate, CRT members will be assigned to groups of students to work through their grief.
11. When appropriate, team members will be assigned to ride school busses.
12. Students are not to be allowed out of a class without a pass—know where all students are at, at all times.
13. Crisis Response Room will be in room beside Superintendent's Office.
14. No students will be released from school during a crisis situation unless parents/guardians personally come to the school and picks their child up.

S.14 GENERAL GUIDELINES (SEE STUDENT HANDBOOK)

The following general guidelines, but not limited to, have been approved by the Board of Education to guide district decisions during a crisis situation: Policy 6116

- A. School will not be dismissed during a crisis situation unless (such as in the event of tornado or fire) the physical condition of the building or the threat of harm to the students and employees will not permit the school to function normally.
- B. No student or students will be released from school during a crisis situation unless parents/guardians personally come to the school and pick up their child. Students not following this guideline will be considered as truant.
- C. No funerals shall be held on the school property during regular school hours unless special circumstances exist. Existing situations will be decided by the administration on a case-by-case basis.
- D. No physical memorials shall be placed in the school or on school grounds unless specific approval is granted by the board of education upon administrative recommendation or recommendation of the CRT team. The Board recommends instead that a memorial scholarship be created with the Harvard Community Foundation and be given to a Harvard student.
- E. In the event that the death/crisis occurs during the summer months, the Crisis Response Team is authorized to use the school facilities to provide a place for students, staff, and parents to seek information and counseling services.
- F. Members of the Crisis Response Team may be made available to other districts on a consultative basis if the affected district requests such assistance.
- G. District funds may be appropriated to meet necessary expenses associated with the creation and maintenance of the District's Crisis Response Team. Staff development and inservices for the employees will be the responsibility of the CRT members and will be provided as needed.

T. CLASSIFIED BREAKS SCHEDULE 2019-20

(DUPLICATE THIS FORM-LEAVE ORIGINAL IN HANDBOOK!!)

Please use the guidelines provided on page 13 to decide which blanks need to be filled in below. Wait until September 15 to return this form since many changes may occur during the first weeks of school:

Nine Month Employee:

Name: _____

- Lunch Break Time _____ to _____
- First Break Period _____ to _____
- Second Break Period (if applicable) _____ to _____

Twelve Month Employees (Bookkeeper or Head Custodian):

Name: _____

- Lunch Break (regular school year) _____ to _____
- Lunch Break (summer months) _____ to _____
- First Break (regular school year) _____ to _____
- Second Break (regular school year) _____ to _____
- First Break (summer months) _____ to _____
- Second Break (summer months) _____ to _____

Twelve Month Employees (Swing Custodians):

Name: _____

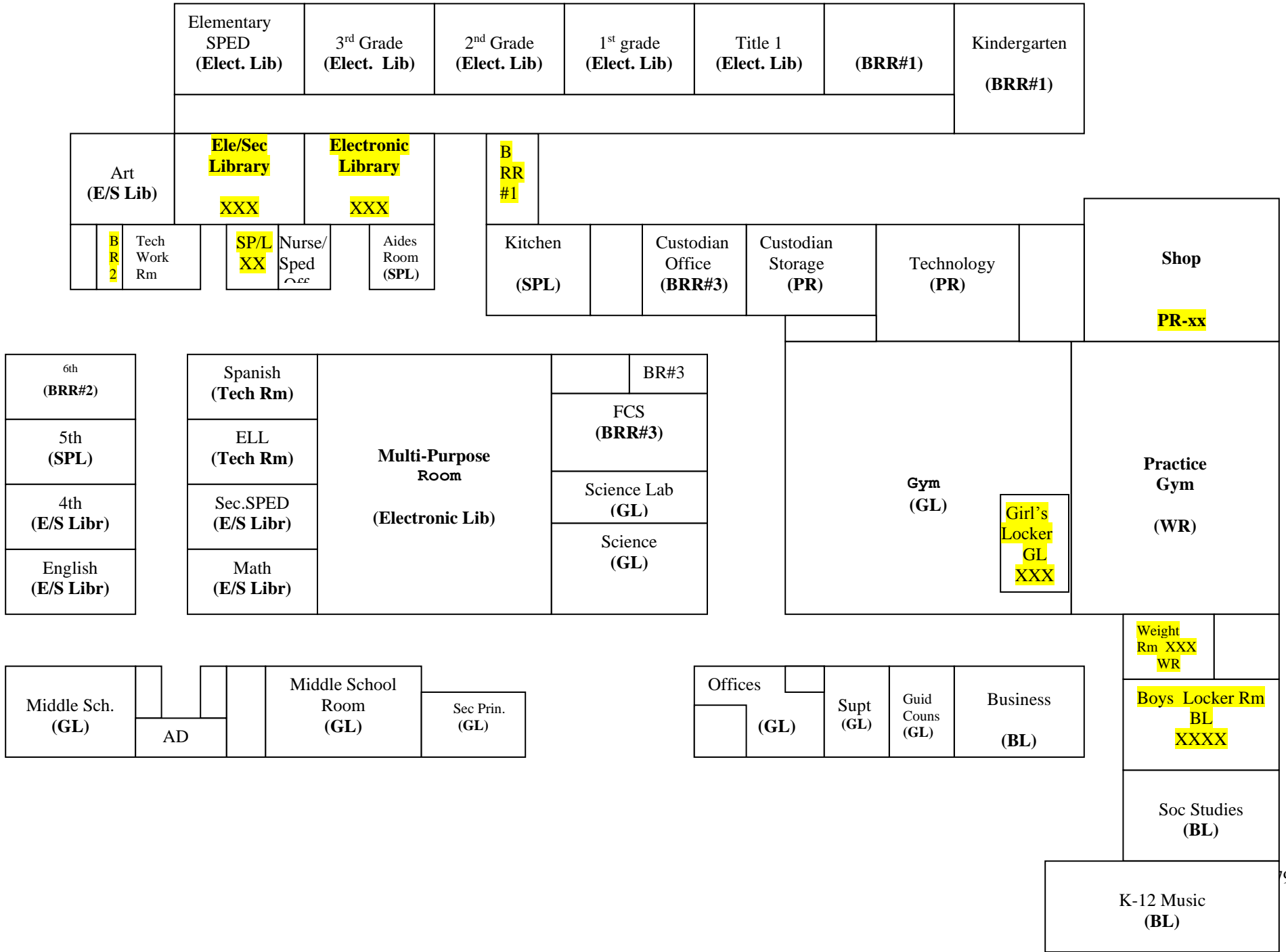
- Lunch Break (regular school year) _____ to _____
- Lunch Break (summer months) _____ to _____
- First Break (regular school year) _____ to _____

➤ Second Break (regular school year) _____ to _____

➤ First Break (summer months) _____ to _____

Second Break (summer months) _____ to _____

Harvard Public School Tornado Shelters



Form A CONSENT TO RELEASE BACKGROUND INFORMATION FORM 2019-20

HARVARD PUBLIC SCHOOL
 P.O. Box 100
 506 East North Street
 Harvard, NE 68944

I understand that Harvard Public School may request investigative information from public and private sources for purposes related to my employment whether I am a new applicant or a present employee. Investigative information may/will include sources about my: 1) Criminal History (County, State and National Criminal Search), 2) National Sex Offender Registry, 3) Nebraska Health and Human Services Child and or Adult Abuse Registry, 4) Social Security Number Trace and Verification, 5) Global Report, 6) Credit History and 7) Driving Record- (Harvard Public School reserves the right to run annual Motor Vehicle Record Checks on all employees that drive as part of their normal job function with the school district. The district reserves the right to run MVR Checks on a basis of probable cause if we have plausible reason to believe that you have been involved in misconduct which would reflect negatively on your Motor Vehicle Record and potentially upon the security of the districts' students)

I authorize and give consent to Harvard Public School to conduct such an investigation through a third party (One Source of Omaha or the Nebraska State Patrol) at time of application for employment and during the course of employment. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I further authorize and give consent to One Source of Omaha or the Nebraska State Patrol to release and disclose to Harvard Public School any and all information or records requested regarding me as described above. I release any person or entity which provides information or records in furtherance of this Authorization from any and all claims or liability for compliance other than for intentionally providing inaccurate or false information.

I understand that the information obtained in the investigation will be held in confidence in accordance with Harvard Public School guidelines. If the background investigation is used as a basis for an adverse employment decision (selection, disqualification, termination, etc..), the applicant or employee will be notified in writing and will be allowed to view the investigation report. The Superintendent shall mail via the US Postal Service First Class Mail an adverse action letter including the report furnished by the third party provider containing that third party's name and contact information for the purpose of dispute.

I consent to the information set forth below and the information provided in my application or my employee file being used for identification purposes in requesting records or information related to the investigation.*

_____ (Printed legal Name of Prospective or Current Employee)	_____ Birth Date
_____ (Legal Signature of Prospective or Current Employee)	_____ Today's Date
Other Legal Names Used (Including Maiden): _____	
Social Security Number: _____	
Drivers License Number: _____	State of Issue: _____
Current Home Address/City/Zip: _____	

*A copy (including photocopy or facsimile copy) of this Authorization may be used as an original.

Form B CLASSIFIED QUESTIONNAIRE 2019-20

(duplicate this form--leave in handbook)

RETURN TO SUPERINTENDENT BY THE FIRST WEDNESDAY OF SEPTEMBER OF EACH SCHOOL YEAR
OR 3 DAYS AFTER EMPLOYMENT BY THE DISTRICT

Please provide the following information:

1. Name _____

2. TELEPHONE NUMBERS

HOME (landline: _____

HOME CELL PHONE _____

SCHOOL CELL (if applicable) _____

3. EMAIL ADDRESSES (if applicable)

SCHOOL _____

HOME: _____ (requested, but not required)

4. ADDRESS:

STREET _____

PO BOX _____

CITY _____

ZIP _____

5. DATE OF BIRTH _____

6. SOCIAL SECURITY NUMBER _____

7. RETIREMENT BENEFICIARY INFORMATION (VERY IMPORTANT--PLEASE READ):

Check your designed beneficiary or beneficiaries with the Retirement System. It is extremely important that you have the correct people identified, especially if there has been a change in family status (marriage, divorce, a death, a birth).

Form C CLASSIFIED EMPLOYEE SIGNOFF CONFIRMATION

(duplicate this form--leave in handbook)

School Year 2019-20

1. Signoff for Drug, Tobacco, and Alcohol Policy
2. Signoff for Employee's Understanding of Contents of This Handbook

To: Employees of the Harvard Public School District

From: The Administration

A. ACKNOWLEDGEMENT AND UNDERSTANDING OF DTA POLICY

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I, further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I, further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Legal Reference: Drug Free Schools and Communities Act

Policy Adopted: 7-9-90

B. ACKNOWLEDGEMENT AND UNDERSTANDING OF HANDBOOKS CONTENTS

I, the undersigned, do by affixing my signature hereto acknowledge that I received a copy of the employee's handbook and understand the district policies or administrative directives contained within. I, further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

C. ACKNOWLEDGEMENT OF LOCATIONS OF ASBESTOS IN SCHOOL FACILITIES

I, the undersigned, do by affixing my signature hereto acknowledge that I have received information from the District as to the location of asbestos in school facilities.

D. ACKNOWLEDGEMENT OF INFORMATION REGARDING CRIMINAL BACKGROUND CHECK POLICY AND DRIVER CERTIFICATION FORM (see pages 52 and 53)

I, the undersigned, do by affixing my signature hereto acknowledge that I have received information from the District regarding its Criminal Background Check Policy (4112) and have been presented with, signed and returned a Release of information Form and have received, signed and returned my Driver Certification Form if necessary for my employment with Harvard Public School.

(Employee's Signature)

(Date)

