



- E.2 SUPERVISION EXPECTATIONS FOR TEACHER/COACHES/SPONSORS (22)
- E.3 SUPERVISION AREAS (22-23)
- E.4 STUDY HALL SUPERVISION AND STUDY HALL RULES (23)
  - E.4.1 TEACHER REQUESTS A STUDENT FROM STUDY HALL (23)
  - E.4.2 PASS REQUIREMENTS TO LEAVE STUDY HALLS (23)
  - E.4.3 STUDY HALL ASSIGNMENTS ARE TEACHING ASSIGNMENTS (24)
- E.5 CLASS AND ORGANIZATION SPONSORSHIPS (24-25) (SEE ORGANIZATIONS UNDER SCHOOL HANDBOOK) SEE FUNDRAISERS AND NSAA GUIDELINES (25)
- E.6 ACTIVITY TRAINING RULES--SUPERVISOR'S RESPONSIBILITIES (SEE ACTIVITIES IN STUDENT HANDBOOK) (25) (see I.11 Complaints)
  
- F. PROFESSIONAL RESPONSIBILITIES (25)
  - F.1 ARRIVAL AND DEPARTURE TIMES (25)
  - F.2 ATTENDANCE AT ASSEMBLIES, PEP RALLIES, ETC (25)
  - F.3 PROVIDING ASSISTANCE TO STUDENTS BEFORE/AFTER SCHOOL/PLANNING TIME (25)
  - F.4 POP, CANDY, POPCORN ETC IN CLASSROOM NOT A TEACHER DECISION (26)
  - F.5 USE OF VIDEOS/GAME PLAYING/ART PROJECTS FOR ENTERTAINMENT PURPOSES (26)
  - F.6 TEACHER DRESS FOR REGULAR SCHOOL DAY AND ACTIVITIES (26)
  - F.7 POWERSCHOOL GRADING RESPONSIBILITIES/GRADING RESPONSIBILITIES (26)
  - F.8 CONFIDENTIALITY WITH SCHOOL ISSUES (27)
  - F.9 DISTRICT MEETINGS--EMPLOYEE ATTENDANCE (27)
  - F.10 COMMUNICATION RESPONSIBILITIES (27)
    - A. EMPLOYEE WRITTEN CORRESPONDENCE GUIDELINES--(27)
  - F.11 EMPLOYEE CONDUCT AT ACTIVITIES AND/OR PRACTICE SESSIONS (28)
  - F.12 ACTIVITY PASSES FOR EMPLOYEE'S & BOARD MEMBER'S CHILDREN (28)
  - F.13 MAILBOXES IN CENTRAL OFFICE--EMPLOYEE RESPONSIBILITIES (28)
  - F.14 ANNOUNCEMENTS (GUIDELINES FOR EMPLOYEES) (28)
  - F.15 FINAL TEST REQUIREMENT--TEACHER RESPONSIBILITIES (SEE STUDENT HANDBOOK) (28)
  - F.16 HARVARD HONOR SOCIETY--INAPPROPRIATE STUDENT CONDUCT (SEE STUDENT HANDBOOK) (28)
  - F.17 EXCESSIVE ABSENTEEISM POLICY (EXCUSED AND UNEXCUSED ABSENCES GUIDELINES (28)
    - GRADE REDUCTION FOR ABSENTEEISM (SEE STUDENT HANDBOOK PAGES 16-18)
    - F.17.1 Harvard After School Academic Program (SEE student handbook page 20) (28)
  - F.18 SCHOOL NEWS RELEASES--SUPERINTENDENT RESPONSIBILITIES (28)
  - F.19 EMAIL VIRUS--EMPLOYEE RESPONSIBILITIES (29)
  - F.20 PROTECTION OF SCHOOL PROPERTY (29)
  - F.21 STUDENT DUE PROCESS AND CORPORAL PUNISHMENT (29)
  
- G. BUSINESS AND NON-INSTRUCTIONAL RESPONSIBILITIES (29)
  - G.1 INVENTORIES (29)
  - G.2 ACTIVITY DIRECTOR INVENTORIES (29)
  - G.3 TELEPHONE CALLS--INCOMING/OUTGOING--PERSONAL CELL PHONE AT SCHOOL (29/30)
  - G.4 PURCHASING--USE OF PURCHASE ORDERS/DISTRICT CREDIT CARDS REQUIRED (30)
  - G.5 PREPAYING FOR PURCHASED PRODUCTS (30)
  - G.6 CHARGING EXPENSES TO LOCAL VENDORS (30)
  - G.7 ACTIVITY ACCOUNT AND USAGE GUIDELINES (31)
  - G.8 TEACHER'S GUIDE FOR ASSESSING FINES FOR DAMAGED/LOST TEXTBOOKS (31)
    - G.8.2 PROCEDURES FOR ISSUING OUT/CHECKING/INVENTORYING BOOKS (32)
  - G.9 USE OF SCHOOL COPIERS/ACCESS CODES/PERSONAL USAGE (32)
  - G.10 STUDENTS COLLECTING MONEY FOR GIFTS FOR SCHOOL EMPLOYEES (32)
  - G.11 BUSINESS ON SCHOOL PROPERTY (32)
  - G.12 RECEIVING AGENTS, SALESMEN AND OTHER BUSINESS REPRESENTATIVES (32)
  - G.13 BUSINESS TRANSACTIONS BETWEEN SCHOOL PERSONNEL AND STUDENTS/OTHER PERSONNEL (33)
  - G.14 BUSINESS ON SCHOOL PROPERTY/COLLECTION OF MONEY ON SCHOOL PREMISES (33)
  - G.15 GIFTS TO SCHOOL PERSONNEL FROM VENDORS (33)
  - G.16 GIFTS TO SCHOOL PERSONNEL FROM STUDENTS OR PARENTS (33)
  - G.17 SOLICITATION OF FUNDS BY SCHOOL PERSONNEL (33)

- G.18 ESTABLISHMENT OF SPECIAL FUNDS I.E. FLOWER, BEREAVEMENT ETC (33)
- G.19 DISTRIBUTIONS OF CHARITABLE AGENCIES (33)
- G.20 USE OF STUDENTS-SOLICITATION, DISTRIBUTION, COLLECTION OF SALES (34)
- G.21 STUDENT BILLS/EXPENSES AS PART OF CLASSROOM ASSIGNMENTS (34)
- G.22 CRISIS SITUATIONS-GENERAL GUIDELINES FOR STUDENTS (SEE STUDENT HANDBOOK OR SEE FACULTY HANDBOOK PAGES 91-109) (34)
- G.23 EMPLOYEE/ADULT MEAL PRICES (34)
  
- H. TERMS AND CONDITIONS OF EMPLOYMENT (34)
  - H.1 EMPLOYEE PERSONNEL FILE (34)
  - H.2 CHANGE OF ADDRESS OR PHONE NUMBER (34)
  - H.3 AUTOMATIC RENEWAL OF CERTIFIED EMPLOYMEE CONTRACTS (34)
    - H.3.1 CERTIFIED TEACHER RESIGNATION BEFORE APRIL 15 (35)
    - H.3.2 CERTIFIED TEACHER CONTRACTS DUE APRIL 15 (35)
    - H.3.3 RELEASE FROM TEACHING CONTRACT AFTER APRIL 15 (35)
    - H.3.4 TEACHER RESIGNATION, WITHDRAWING RESIGNATION AND RE-APPLICATION (35)
    - H.3.5 EXPENSES ASSOCIATED WITH RELEASE OF CERTIFIED TEACHER (35)
  - H.4 CONTRACTED DAYS (36)
  - H.5 SALARY PAY PERIOD (36)
    - H.5.1 SALARY DEDUCTIONS (36)
    - H.5.2 Wage and Deduction Information (36)
  
  - H.6 EMPLOYEE LEAVES (36)
    - H.6.1 PERSONAL LEAVES (36)
      - H.6.1A ADMINISTRATIVE REGULATIONS OF PERSONAL LEAVES (36)
      - H.6.1B PERSONAL LEAVE COMPENSATION (36)
    - H.6.2 PROFESSIONAL LEAVE (36)
    - H.6.3 STAFF DEVELOPMENT LEAVE (36)
    - H.6.4 SICK LEAVE (37)
    - H.6.5 TEACHER ILLNESS-NOTIFYING MR. WILLIAMSON-FORM U.2 (37)
    - H.6.6 OTHER LEAVE (CIVIC RESPONSIBILITIES AND OTHERS) (37)
    - H.6.7 DISTRICT RESTRICTIONS OF THE LEAVE POLICY (37)
  - H.7 NEGOTIATED AGREEMENT (37)
  - H.8 INSURANCE BENEFITS (37)
  - H.9 WORKMAN'S COMPENSATION/EMPLOYEE RESPONSIBILITIES/REPORTING EMPLOYEE INJURIES-SEE ACCIDENT REPORT FORM PAGE 60 (37)
  - H.10 OUTSIDE EMPLOYMENT (MOONLIGHTING) (37)
  - H.11 COMPENSATED AND NON-COMPENSATED EXTRA DUTIES (38)
  - H.12 EMPLOYMENT OF HUSBAND AND WIFE (38)
  - H.13 SHARING SPOUSE OR PARTIAL FTE EMPLOYEE WITH ANOTHER SCHOOL DISTRICT (38)
  
- I. RELATIONS BETWEEN DISTRICT EMPLOYEES & OTHER PEOPLE (38)
  - I.1 CONFLICT RESOLUTION BETWEEN EMPLOYEES (38)
  - I.2 CLASSROOM MAINTENANCE/COOPERATION WITH MAINTENANCE STAFF (39)
  - I.3 STUDENT CLASSROOM ASSISTANTS (SCA'S) (39)
  - I.4 ADULT TEACHER AIDES-ASSIGNMENTS OF AIDES-RESPONSIBILITY OF AIDES (39)
    - I.4.1 AIDE SCHEDULES (39)
    - I.4.2 SPECIAL EDUCATION/ENGLISH LANGUAGE LEARNER ASSIGNMENTS (39)
    - I.4.3 CORRECTING CLASSROOM ASSIGNMENTS-TEACHER AND AIDE RESPONSIBILITY (40)
  - I.5 SPECIALIZED ASSISTANCE AND THE CLASSROOM TEACHER'S LESSON PLAN (40)
  - I.6 SUBSTITUTE TEACHERS/SUBSTITUTE TEACHER PACKETS & LESSON PLANS (40)
    - I.6.1. SUBSTITUTE TEACHERS GIVEN COPY OF DISCIPLINARY EXPECTATIONS AND HARASSMENT/BULLYING POLICY. (40)
  - I.7 GUIDANCE AND COUNSELING (40)
    - I.7.1 CAREER GUIDANCE (40)
    - I.7.2 CAREER HANDBOOKS (40)
    - I.7.3 SCHEDULE CREATION/SCHEDULES/STUDENT REGISTRATION (40)
    - I.7.4 DISCIPLINARY ISSUES (40)
    - I.7.5 CONTACTS WITH LAW ENFORCEMENT/OTHER GOVERNMENT AGENCIES (40)

- I.8 TECHNOLOGY COORDINATOR (41)
- I.9 ACTIVITY DIRECTOR/ACTIVITY CALENDAR/PURCHASING (41)
- I.10 USE OF STUDENTS BY PERSONNEL FOR PERSONAL REASONS (41)
- I.11 PARENT/PATRON COMPLAINTS INVOLVING COACHES AND SPONSORS (41)
  
- J. COMMUNITY RELATIONS & SITUATIONS INVOLVING THE SCHOOL DISTRICT (41)
  - J.1 CHURCH NIGHT (41)
  - J.2 COMMUNICATIONS FROM OUTSIDE THE SCHOOL WITH STUDENTS AND EMPLOYEES (41)
    - J.2.1 SCHOOL DAY INTRUSIONS (41)
    - J.2.2 SCHOOL NEWS RELEASES (42)
    - J.2.3 MEDIA VISITING SCHOOL (42)
    - J.2.4 CONTACT WITH OTHER GOVERNMENT AGENCIES (42)
  - J.3 CITIZENS' ASSISTANCE TO SCHOOL PERSONNEL/SCHOOL DISTRICT (42)
  - J.4 COMMUNITY ARTICLES BORROWED BY THE SCHOOL DISTRICT (42)
  - J.5 BORROWED ARTICLES THAT ARE DAMAGED, STOLEN OR MISPLACED (42)
  - J.6 STUDENT CONDUCT/DRESS WHILE PARTICIPATING IN COMMUNITY ACTIVITIES (42)
  - J.7 PUBLIC REQUESTS FOR STUDENT PARTICIPATION (42)
  - J.8 USE OF STUDENTS—COMMUNITY ORGANIZATIONS/DISTRIBUTION OF MATERIALS (43)
  - J.9 STUDENT PRODUCTION OF GOODS/SERVICES FOR COMMUNITY ORGANIZATIONS (43)
  - J.10 VISITATION PROCEDURES
    - J.10.1 PARENTS/GUARDIANS OR OTHER APPROVED VISITORS (43)
    - J.10.2 STUDENTS VISITING SCHOOL (43)
    - J.10.3 REQUESTS TO CONTACT/REMOVE PUPILS FROM SCHOOL PREMISES (43/44)
  
- K. PUBLIC AND CIVIC RESPONSIBILITIES (44)
  - K.1 RESPONSIBILITIES OF SCHOOL PERSONNEL FOR POSITIVE PUBLIC RELATIONS (44)
  - K.2 POLITICAL ACTIVITIES (44)
  - K.3 PARTICIPATION IN COMMUNITY LIFE (45)
  
- L. SAFETY AND SECURITY OF SCHOOL PREMISES (45)
  - L.1 UNAUTHORIZED VISITORS AT SCHOOL/ON SCHOOL GROUNDS (45)
  - L.2 FIRE DRILLS/FIRE EXITS, FIRE ALARMS (SEE CRISIS RESPONSE MANUAL) (45)
    - L.2.1 FALSE REPORTING OF FIRES OR PULLING FIRE ALARMS (46)
  - L.3 TORNADO DRILLS (SEE EXHIBIT "A" PAGE 114 THIS MANUAL) (46)
    - L.3.1 TORNADO PLAN (46)
  - L.4 SCHOOL CLOSINGS AND EMERGENCY FAMILY NOTIFIER SYSTEM: (46)
  - L.5 SCHOOL KEYS—GUIDELINES (46)
    - L.5.1 MISUSE OF SCHOOL KEYS—GUIDELINES (46)
  - L.6 UNSUPERVISED STUDENTS IN SCHOOL BUILDING/POSSESSING EMPLOYEE KEYS (47)
    - L.6.1 UNSUPERVISED STUDENTS IN SCHOOL BUILDING/POSSESSING EMPLOYEE'S KEYS (47)
  - L.7 SCHOOL DISTRICT AUTHORITY TO SEARCH/DETECTION DEVICES (47)
  - L.8 CONCEALED HANDGUN LAW AND SCHOOLS (47)
  - L.9 CRIMINAL BACKGROUND CHECKS INVOLVING EMPLOYMENT (POLICY 4112) (47)
  
- M. TRANSPORTATION RESPONSIBILITIES (47) (SEE ALSO STUDENT HANDBOOKS)
  - M.1 STUDENT TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES (47)
  - M.2 COACHES/SPONSORS USE OF SCHOOL VEHICLES FOR CLINICS/CAMPS DURING SUMMER MONTHS (47)
  - M.3 EMPLOYEES SIGNING OUT OF SCHOOL VANS (48)
  - M.4 CARE AND MAINTENANCE OF SCHOOL VEHICLES (48)
  - M.5 USE OF SEAT BELTS REQUIRED IN SCHOOL VANS AND/OR CARS (48)
  - M.6 STUDENT'S RESTRICTED FROM DRIVING SCHOOL VEHICLES (48)
  - M.7 INVESTIGATION OF DRIVING RECORDS (48)
  
- N. CURRICULUM AND CLASS RELATED ISSUES (48)
  - N.1 CONTROVERSIAL ISSUES—PARENTAL POLICY (48)
  - N.2 ACADEMIC AND VOCATIONAL CURRICULUMS (48)
    - N.2.1 ARTICULATION AGREEMENTS (49)
  - N.3 ACADEMIC AND NON-ACADEMIC CLASSES/HONOR ROLL/GRADE VALUES AND OTHER STUDENT ACADEMIC ISSUE) (SEE STUDENT HANDBOOKS) (49)

- O. RELATIONS WITH LAW ENFORCEMENT AND GOVERNMENT AGENCIES (49)
  - O.1 CHILD ABUSE AND/OR NEGLECT REPORTING (49)
  - O.2 COMPLAINTS INVOLVING THE AMERICANS WITH DISABILITIES ACT (49)
  
- P. MEDICAL AND HEALTH ISSUES (50)
  - P.1 GENERAL HEALTH CONSIDERATIONS FOR PARENTS/GUARDIANS AND THE SCHOOL DISTRICT (50)
  - P.2 CRITERIA FOR DISPENSING MEDICATION TO STUDENTS (50)
  - P.3 LIFE THREATENING CONTAGIOUS DISEASES (50)
  - P.4 CONTAGIOUS OR INFECTIOUS DISEASE (51)
    - P.4.1 CONTAMINATION OF A SCHOOL EMPLOYEE (51)
  - P.5 STUDENT ILLNESS OR INJURY AT SCHOOL (51)
  - P.6 PRIVACY OF PROTECTED HEALTH INFORMATION: (Policy 4146/5125.1) (51)
  - P.7 STUDENTS WITH ASTHMA OR SEVERE ALLERGIES/SELF MANAGEMENT PLANS (51/52)
  - P.8 EMPLOYEE INJURIES-REPORTING: (52) (see handbook item H.9)
  - P.9 ASBESTOS CONTAINING BUILDING MATERIAL (ACBM) IN HPS (52)
  
- Q. STUDENT DUE PROCESS/CORPORAL PUNISHMENT/IN LOCO PARENTIS/STUDENTS RIGHTS AND RESPONSIBILITIES (52)
 

(SEE ELEMENTARY OR SECONDARY HANDBOOKS FOR SPECIFIC INFORMATION)

  - Q.1 TEACHERS ARE ACCOUNTABLE FOR SITUATIONS INVOLVING DISTRICT PERSONNEL AS IT RELATES TO STUDENT DUE PROCESS, CORPORAL PUNISHMENT, LOCO PARENTIS AND STUDENTS' RIGHTS AND RESPONSIBILITIES. (52)
  
- R. STUDENT ATTENDANCE/ABSENCES/TARDINESS 4 (SEE ELEMENTARY OR SECONDARY HANDBOOKS FOR SPECIFIC INFORMATION)
  - R.1 TEACHERS ARE ACCOUNTABLE FOR "TEACHER RESPONSIBILITIES" IN STUDENT HANDBOOK GUIDELINES RELATING TO ATTENDANCE, ABSENCES AND TARDINESS. (52)
  
- S. STUDENTS: CONDUCT, DISCIPLINE, ACTIVITIES AND ORGANIZATIONS (52)
 

(SEE ELEMENTARY OR SECONDARY HANDBOOKS FOR SPECIFIC INFORMATION)

  - S.1 TEACHERS ARE ACCOUNTABLE FOR "TEACHER RESPONSIBILITIES" IN STUDENT HANDBOOK GUIDELINES RELATING TO STUDENT CONDUCT, DISCIPLINE, ACTIVITIES AND ORGANIZATIONS. (52)
  - S.2 TEACHERS ARE MANDATED TO HOLD STUDENTS ACCOUNTABLE IN ALL SCHOOL ENVIRONMENTS FOR ALL ASPECTS OF THE DISTRICTS HARASSMENT/BULLYING POLICY AND THE SIMPLE/SERIOUS VERBAL AND PHYSICAL ASSAULT GUIDELINES. (52)
  
- T. TEACHER EVALUATION AND SUPERVISION INFORMATION PROVIDED BY ADMINISTRATION (52)
  
- U. FORMS FOR TEACHER USAGE (53) (SEE PAGES 54-66)
  - U.1 REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE FORM (54)
  - U.2 PARENTAL PERMISSION FORM (55)
  - U.3 FIELD TRIP REQUEST FORM (56)
  - U.4 PREARRANGED LEAVE REQUEST (57)
  - U.5 ABSENCE FROM DUTY WHEN NOT PREARRANGED (58)
  - U.6 PURCHASE ORDER FORM (59)
  - U.7 ACCIDENT REPORTING FORM (60)

- U.8 MULTI-CULTURAL EDUCATION PROGRAM REPORT FORM (61)
- V. PROFESSIONAL GROWTH POLICY (62)
  - V.1 PROFESSIONAL GROWTH: SALARY SCHEDULE ADJUSTMENT GUIDELINES (63)
  - V.2 PROFESSIONAL GROWTH: SALARY SCHEDULE ADJUSTMENT REQUEST (64)
  - V.3 PROFESSIONAL GROWTH: REQUESTING APPROVAL OF PROFESSIONAL GROWTH (65)
  - V.4 PROFESSIONAL GROWTH: MAINTENANCE OF PROFESSIONAL GROWTH RECORDS (66)
- W. ASSORTED DISTRICT POLICIES/PLANS (67)
  - W.1 EQUAL ACCESS (68)
  - W.2 REDUCTION IN FORCE POLICY (RIF) (69)
  - W.3 SMOKING IN SCHOOL FACILITIES OR SCHOOL VEHICLES (70)
  - W.4 MULTI-CULTURAL EDUCATION PROGRAM (71-73)
  - W.5 GRIEVANCE PROCEDURE (74-75)
  - W.6 PARENTAL INVOLVEMENT POLICY (76)
  - W.7 LOCAL PURCHASING POLICY AND REGULATIONS (77)
  - W.8 STUDENT FEE POLICY (SEE STUDENT HANDBOOKS) SCHOOL EMPLOYEES ARE RESPONSIBLE ADHERING TO THESE GUIDELINES
  - W.9 STUDENT DISCIPLINARY POLICY (SEE STUDENT HANDBOOK)
  - W.10 POLICY PERTAINING TO EXPULSION OF STUDENTS (SEE STUDENT HANDBOOK)
  - W.11 EXCESSIVE ABSENTEEISM POLICY (SEE STUDENT HANDBOOK)
  - W.12 HARASSMENT/BULLYING BEHAVIOR POLICY (SEE STUDENT HANDBOOK)
  - W.13 SEPARATION INCENTIVE POLICY (RETIREMENT) 4117 (SEE SUPERINTENDENT)
  - W.14 MILITARY AND FAMILY MILITARY LEAVE POLICY 4021 (SEE SUPERINTENDENT)
  - W.15 HIGH ABILITY LEARNER COMPREHENSIVE PLAN (SEE STUDENT HANDBOOK)  
(Nomination forms available from Superintendent)
  - W.16 SEXUAL HARASSMENT POLICY (78-85)
    - W.16.1 COMPLAINT AND CONSENT TO INVESTIGATE (81)
    - W.16.2 GENERAL AUTHORITY TO DISCLOSE INFORMATION (82)
    - W.16.3 LIMITED AUTHORITY TO DISCLOSE (83)
    - W.16.4 STUDENT'S DENIAL TO BE ACCOMPANIED BY FACULTY MEMBER (84)
    - W.16.5 SEXUAL HARASSMENT GUIDELINES (85)
  - W.17 DRUGS, TOBACCO & ALCOHOL POLICY (ADULTS) (86-88)
  - W.18 INTERNET ACCEPTABLE USAGE POLICY/EMAIL VIRUS PROTECTION (89)
  - W.19 CRIMINAL BACKGROUND CHECK POLICY/INFORMATION RELEASE FORM (90-94)
  - W.20 HARVARD DRIVER CERTIFICATION FORM-HAND HELD WIRELESS DEVICES (95)
- X. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) (96)  
(Changes to Health Insurance (BCBS) coverage due to family changes)
- Y. CRISIS RESPONSE/SAFETY MANUAL (97-105)
  - A. PURPOSE/OBJECTIVES/SCHOOL SAFETY TEAM (98)
  - B. EXTERNAL REVIEW OF THE SAFETY AND SECURITY PLAN (99)
  - C. FIRE DRILL PROCEDURE (100)

- D. TORNADO EMERGENCY AND BLIZZARD EMERGENCY (101)
- E. EVACUATION/ALTERNATIVE SCHOOL LOCATIONS (102)
- F. POTENTIAL SUICIDE CHECKLIST/INTERVENTION PLAN/FOLLOW UP (103)
- G. REPORT OF SUICIDE RISK (104)
- H. INTRUDER IN BUILDING AND HOSTAGE SITUATION (105)
- I. ABDUCTION OF STUDENT AND MEDICAL EMERGENCY (106)
- J. BASIC FIRST AID PRIORITIES AND CHEMICAL SPILL/TOXIC FUMES (107)
- K. BOMB THREAT (107) BOMB THREAT PROCEDURES (108-109)
- L. FACTORS TO CONSIDER BY SEARCHERS (110)
- M. CRISIS RESPONSE TEAM PLAN (111-115)
  - A) GENERAL DISTRICT GUIDELINES (116) (SEE STUDENT HANDBOOK)

- N. EXHIBIT "A" TORNADO PLAN
  - Form A TEACHER information
  - Form B EMPLOYEE SIGNOFF CONFIRMATION FORM
  - Form C INFORMATION RELEASE FORM

## 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:

- ✓ Children are our greatest asset and top priority.
- ✓ Education is a shared responsibility of the school, family and community.
- ✓ Self-worth and self-respect are important.
- ✓ Everyone should be treated fairly and with respect.
- ✓ 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 DECISION MAKING PRIORITIES: When appropriate, the Harvard School District will use the following decision making process when assessing District needs: (1) Decisions involving students'

needs will receive first priority (these decisions will be data-driven whenever possible) (2) Decisions involving District needs will receive second priority. (3) Decisions involving District personnel will receive third priority.

Rationale: Without "1" and "2" there will be no need for "3".

A.4 SCHOOL IMPROVEMENT PROCESS (SIP) (new five-year cycle began with the 2013-2014 school year) The Harvard Public School SIP will be a systematic on-going process of planning, implementation, evaluation and renewal of school improvement activities to meet local, statewide and national goals and priorities.

1. HPS School's Improvement Action Plan Goal: All students, K-12, will improve reading comprehension across the curriculum.
2. All students, K-12, will improve Math Computation Skills across the curriculum
3. All students, K-12, will improve their Vocabulary across the curriculum.
4. Improvement goals developed to improve student learning will be data-driven based upon a collection and analysis of data about student performance, including but not limited to (national, state and local assessments), demographics, learning climate and surveys.
5. All improvement goals will be school-wide and across all curricular areas
5. District Wide Goals for 2021-22: promotion of student improvement/talents in: Reading, Math, speaking, writing, digital literacy, listening, organizing, higher order thinking skills and gifted abilities in all subject areas. Teachers will be asked to not accept poor quality work from students in all subject areas and to recognize and promote the abilities of the District's High Ability Learners, and to eliminate all bullying behavior in the K-12 School.

SIP STEERING COMMITTEE AND OTHER COMMITTEE MEMBERS : Faculty members who serve on the SIP Committees will receive Professional Growth Credits if requested.

A.5 STANDARDS AND ASSESSMENTS—ACADEMIC CONTENT STANDARDS FROM THE STATE BOARD OF EDUCATION

(see Board Policy 6211/6212): The Harvard Board of Education has adopted or will adopt the academic content standards of the State Board of Education as appropriate or as they are developed.

## B. BOARD GOVERNANCE

### B.1 NOTICE OF NONDISCRIMINATION:

(see Board Policy 4003): 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 (Superintendent and Title IX Coordinator), 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 DISTRICT APPEAL OR COMPLAINT POLICY/PROCESS (including Homeless Children issues involving NCLB guidelines):

When a patron/s has a complaint against or wishes to appeal a decision/s made by school personnel, the administration or the Board of Education pertaining to but not limited to, the treatment of district student/s (including Homeless Students), the use of certain instructional materials, or other educationally related actions, they should first direct their complaint to the school administration, and from there the complaint will be presented to any personnel or party who may be involved, including the Board of Education. Persons issuing complaints which cannot be resolved by face-to-face or telephone communications with the administration, will be asked to file their complaint in a written form by providing the following information:

1. Nature of complaint/specific actions or events, examples (specific issues, facts, names, dates, examples, passages etc.)
2. Desired disposition (indicate the outcome or action that the complainant feels would conclude or eliminate the concern)
3. Signature of complainant, group affiliation, official address, telephone number and date complaint was filed.
4. Patrons should not expect individual district board members to act upon their complaints or concerns. The entire board must be involved in resolving complaints that have reached the Board Governance level.
5. Complaints involving Activity Program/Coaches/Sponsors (see Activities and Organizations in secondary handbook--Teachers see I.11 in Faculty Handbook).
6. The correct procedure to follow is for the complainant to approach the Principal, then the Superintendent, then the Board of Education President when seeking resolution to an issue.

## B.3 ADOPTION OF FACULTY 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.4 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 being considered negligent with the consequences including possible reprimand, suspension with or without pay or termination.

## B.5 GRIEVANCE PROCEDURE AND HANDBOOK COMPLIANCE

Employees are expected to use the district's grievance procedure to handle any grievances they may have in regards to district policies or the faculty handbook. A copy of the District's Grievance Policy is contained within this handbook.

---

## B.6 LEGAL SCHOOL YEAR GUIDELINES—RULE 10

The school year for students in grades 7-12 consists of a minimum of 1080 instructional hours. The minimum school year for students in grades 1-6 will consist of at least 1032 hours and at least 400 hours for kindergarten.

## B.7 ADMINISTRATIVE DISCRETION -- HANDBOOK ERRORS AND OMISSIONS (Board Policy 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.8 CERTIFIED STAFF GUIDELINES FOR DECISION MAKING

The intent is to help guide all certified employees through the decision making process by offering a simple referral location which relates to the five (5) main problems areas associated with decision making.

B.8.1 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

B.8.2 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 Administration.

- a. During the employee discussions with Administration, all known ramifications of any pending decision must be thoroughly analyzed and any parties who may/will be effected by the decision must be informed or given an opportunity for input, including but not be limited to other employees, students, parents, patrons, THE SCHOOL BOARD, contracted vendors, other school districts/employees and local, state or federal employees.
- b. All employees must present a cost analysis of any proposal they wish the superintendent to consider. In addition, the parties who will be responsible for any financial payments must be clearly identified
- c. At no time are employees to contact vendors or contractors directly without first receiving approval of the Superintendent
- d. Administration will hold employees responsible for initiating actions or making decision without approval.

B.8.3 THIRD GUIDELINE—LIABILITY OF DISTRICT AND PERSONNEL

All employees must refrain from taking any actions which threatens the liability of the district or of themselves personally while representing the District.

LEGAL NOTE: School districts can be sued by an injured party when an employee's action is clearly in the wrong; however, a school district can also sue the employee after the first lawsuit is settled. Especially be cognizant of the following actions or situations a certified employee will face where district or personal liability could be very high:

- a. Inappropriate word choice or unprofessional comments used in any school related environment.
- b. Failure to enforce the District's Harassment/Bullying or simple/serious verbal or physical assault regulations in all school environments
- c. Failure to adequately supervise student behavior in all environments an employee has been assigned by the school district

- d. Failure to follow the District's Guidelines for Corporal Punishment (see student handbooks) when handling student disciplinary situations (see F21)
  - e. Failure to follow the dictates of the Districts' handbooks- (faculty or student) (see B.4)
  - f. 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.
- B.8.4 FOURTH GUIDELINE—PROFESSIONAL EXPECTATIONS AND CONDUCT
- a. Professionalize all situations you are confronted with (students, parents, patrons or other employees) do not personalize them—as paid educators, we are expected to take the right action. (see D.1.2)
  - b. De-escalate all situations involving students do not escalate them. REMEMBER, STUDENTS ARE NOT THE ADULTS—THEY WILL MAKE MISTAKES. (90% of all disciplinary problems are caused by actions a teacher takes or doesn't take) (see D.1)
  - c. EMPLOYEE WRITTEN COMMUNICATIONS (SHORT & TO THE POINT) All employees are expected to have another employee proofread and help edit any mailings that will be sent from the school district. THEN--All written communications must be signed off (initialed by an administrator) before they are sent (see F.10 for additional information)
  - d. All employees must use the Conflict Resolution Guidelines adopted by the District when disagreements arise with other employees (see I.1)
  - e. All teachers must enforce the Districts guidelines on student cheating, dress and cell phone usage (see D.3)
  - f. All employees must create and maintain a positive learning environment (see D.1 & Evaluation and Supervision Model {ESM})
  - g. On a daily basis, be aware of the attitude you come to school with—your voice, your body language, your overall demeanor! (see D.1 & Evaluation and Supervision Model {ESM})
  - h. All employees are to develop and follow proven classroom management procedures. Poor classroom management is the main contributor to poor teaching and insufficient student learning {ESM}.
  - i. Follow the district's dress code expectations. We are professionals (see F.6)
  - j. Protect school property at all times! Do not allow students to sit on table tops and the backs of desks. This practice reflects poor classroom management on the part of the teacher (see F.20)
  - k. \*LESSON DESIGN: District expectations are that positive lesson design contain at least the following components: Anticipatory Set, State of Objective, Teaching to the Objective and Closure. The evaluation tool is the best indicator to use when building lesson plans.
  - l. ACADEMIC ALL-STATE: 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.
  - m. OVERRIDE PASS WORDS FOR INTERNET FILTER: Employees are not have a password to override the internet filter. If you do possess one, you are not to share it with anyone, especially their own children or other students—these codes must be kept confidential.
  - n. MINIMUM TECHNOLOGY USAGE EXPECTATIONS: all certified teachers are expect to. 1) use PowerSchool to personally record students grades by Monday of each week, place assignments ASAP for student and parent needs, keep classroom rosters current on a weekly basis, complete other assignments as District needs dictate, 2) record morning attendance and lunch count by 9:00am 3) integrate the SmartBoard into their daily lesson plans and lesson presentations (all teachers!!), and 4) keep themselves technology literate (district and personal training) at a level of expertise that will meet their classroom instruction needs as determined by the administration.
  - o. FOR 2021-22: PROFESSIONAL BOUNDARIES: 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. 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 student threatens to harm him or herself, we must report it to the appropriate personnel. Violations of this guideline will be viewed as unprofessional conduct.

- B.8.5 FIFTH GUIDELINE—PURCHASING GUIDELINES FOR ALL EMPLOYEES (SEE G.4 AND G.5)
- a. Has the District Bookkeeper received permission of the Superintendent to purchase items for an employee?
  - b. PREPAYMENT OBLIGATIONS: all items paid for by students or employees but ordered by the district must be prepaid. Prepayment is to be collected by the Bookkeeper.
  - c. Has the Superintendent given approval for an employee to conduct a fund raiser?
  - d. ACTIVITY FUNDS: funds collected for Harvard Public School are to immediately be given to the bookkeeper (or placed in the safe by an authorized school official) when an activity ends at the end of the day or at the conclusion of an activity. All funds must be receipted and expended by the District Bookkeeper. An employee is never to keep collected funds in his or her possession after an activity ends and they must never directly pay collected funds to any person for any reason.
- 

## C. CONCEPTS AND ROLES IN ADMINISTRATION

### C.1 SOURCES OF ADMINISTRATIVE AUTHORITY

- I. Federal Laws
- II. State Statutes
- III. Institutional (Board Policies) Policies
  - a. mandatory (based upon existing laws)
  - b. permissive (discretion of institution (Board) as long as no existing laws are violated)
- IV. Administrative Regulations (handbooks etc)
  - a. authority given to supervisor in charge of institution (School) to develop regulations--either permissive or mandatory policies to work
  - b. regulations tell: how, when, where, why, by whom.

### C.2 ROLE OF SUPERINTENDENT/K-3 PRINCIPAL (2131)

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 Non-Certified Staff
3. Others as situations dictate

### C.3 ROLE OF DISTRICT PRINCIPALS

The District Principals are assigned, but not limited to, the responsibilities associated with the policies, rules and regulations contained within the Faculty and Student Handbooks. The Principals are expressly recognized by Nebraska State Law and the Harvard Board of Education as the INSTRUCTIONAL EXPERTS for the District, therefore, their documented assessments of teaching performances shall be used to determine teaching competence.

The District Principals are granted discretion to develop and implement administrative regulations which may not be expressly written in this handbook but which are deemed necessary by the administration to complete their required responsibilities.

#### PRINCIPAL RESPONSIBILITIES:

Reports To: District Superintendent

Directly Supervises: 1. Teachers and Specialists 2. Guidance Counselor

Additional 4-12 Principal Responsibilities

1. Activity Director and Activity Supervisor
2. Assessment Coordinator: The Principal shall be responsible for insuring that the District complies with the States mandates for assessments and shall coordinate the District's efforts on the local level, with ESU #9 staff, and with NDE staff.
3. Procures substitute teachers for all district teachers

## D. CERTIFIED STAFF: INSTRUCTIONAL RESPONSIBILITIES

### D.1 CREATING AND MAINTAINING A POSITIVE LEARNING ENVIRONMENT

D.1.1: Most important expectation--Create and maintain a positive learning environment that is student-centered. The following information should prove helpful in reminding educators of the impact they have on a young person's success or failure in school: (NEVER ALLOW YOURSELF TO FEEL THAT YOU ARE NOT IMPORTANT TO YOUR STUDENTS)

- ✓ "I've come to the frightening conclusion that I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher I possess a tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated and a child humanized or dehumanized" -- Haim Ginott
- ✓ THE TEACHER'S ATTITUDE TOWARDS HIS/HER JOB WILL DIRECTLY IMPACT THE CLASSROOM LEARNING ENVIRONMENT (The students know if their teacher enjoys teaching or not) Philosophy: "Most teachers can succeed with students who want to succeed. The best teachers succeed with students who don't know how or have never been shown how to succeed".
- ✓ SUPERINTENDENT'S CHALLENGE: "Do what you can, With what you have, Where you are" (quote taken from Teddy Roosevelt)
- ✓ SOURCE OF DISCIPLINE PROBLEMS: Educational research reveals that many discipline problems (as high as 90%) are created by the teacher's actions or inactions--escalate or de-escalate
- ✓ Be an *Educational Generalist* first (consider needs of child) and an *Education Specialist* second (subject matter). "Children don't care what you know, until they know that you care."

D.1.2: Expectation of all school employee and students (THE BIG FOUR-A-D).

- A. Show up on Time or ahead of time (STUDENTS AND EMPLOYEES)
- B. Be Prepared at all Times (STUDENTS AND EMPLOYEES)
- C. (STUDENTS) Complete all Assignments: (EMPLOYEES) Complete all responsibilities in a Professional and Time Efficient Manner
- D. Respect Your Own and Other's "Space-Respect the learning environment"
  - 1. Support the district's Harassment Policy
  - 2. Professionalize don't personalize situations involving students and co-workers-refrain from negativity-MAINTAIN A PROFESSIONAL "DISTANCE" WITH STUDENTS-BE CAREFUL OF TRYING TO COUNSEL OR TO INTERJECT YOURSELF INTO THEIR PERSONAL LIVES OR INTO YOUR PERSONAL LIFE-NEVER SPEAK ABOUT OTHER STUDENTS IN YOUR CLASSROOM-DON'T BE A "BUDDY" TO STUDENTS. THEY NEED THE LEADERSHIP OF A MATURE ADULT WHO CARES ABOUT THEM.
  - 3. Respect School Property-no sitting on tables, desk tops or backs writing on desks etc

D.1.3: FIRST DAY EXPECTATIONS to be presented to students (reinforced as needed throughout the year)

- 1. Tell students what District and teacher expectations are the first day -- don't leave this important expectation to accident-(when it's too late)
  - A. TELL THEM ABOUT THE "BIG FOUR" (A,B,C,D-D.1.2 FROM ABOVE). PUT EXPECTATIONS ON THE WALL FOR REINFORCEMENT. Explain what these mean in your terms.
  - B. Explain district and teacher expectations on cheating, taking care of district property, testing, homework, daily announcements etc.
  - C. Tell them that candy, pop, etc is not allowed in class unless approved by the administration for special occasions-tell them why.
  - D. Students will not be allowed idle gossip time during the class period (negative harassment situations will soon develop)
  - E. Tell them what they must bring to each class (books, pencils, paper, homework-hold them accountable-remember and enforce the "Big Four."
  - F. Tell them when and for what reasons they will be allowed to leave the classroom. (emergency restroom situations are generally the only reason-discuss this expectation with your respective principal and reach agreement)

STUDENT PASSES FROM CLASS: Emphasis is to be placed on keeping students in the classroom working on assignments throughout the entire class period. When students leave an assigned area, they often become a supervision problem for another employee.

- G. Explain the District Expectation on Improvement of Reading: insist that they bring and leave if necessary a novel in your classroom for use during "down time." This expectation will work if the teacher enforces it.
- H. Tell them about dismissal for lunch (when and how)-they will not be allowed to line up and wait at the door, walk slowly, no pushing, loud talk etc. Teacher will walk with them if necessary.
- I. Reinforce the district's expectations on technology usage by students-students not allowed to bring technology equipment (CD's, radios etc) into classroom without specific approval of teacher and/or administration.
- J. Tell students when you will be available to meet with them concerning: disciplinary issues, homework assistance, makeup work etc. (hold the student accountable for showing up as expected). Tell them when and why you will make communications with their parents.
- K. Tell them when and what types of grades will be recorded-tell them when to expect graded papers to be handed back.

- L. At all times students are to show respect towards district employees-- (teachers are to be addressed as MR./MRS./MS. OR COACH--NEVER BY HIS/HER FIRST OR LAST NAME)
- M. MOST IMPORTANT--DISTRICT HARASSMENT POLICY--how we will treat each other and why: TEACHERS--GO THROUGH DISTRICT HARASSMENT POLICY WITH STUDENTS IF NECESSARY!! IT MUST BE ENFORCED!!
  - 1. Students may not utter any personal or negative comments or display any negative depictions of any kind about or towards, but not limited to, the following: teachers, students, other employees, families, patrons, visitors, students' friends, or school/community situations of a questionable nature etc. (this is main reason for no idle time)
  - 2. Students are to be told that violations of this policy will be turned over to the administration.
  - 3. Teachers or district employees will also be held accountable for personally violating or not enforcing this policy--students who feel they are being subjected to harassing behavior must meet with you (the teacher) and discuss their concern and how it can be resolved.
  - 4. Students will be allowed to leave the classroom and report to the administration if they feel they are being harassed in the classroom and the teacher or District employee is not taking appropriate steps to stop it. SEE DISTRICT HARASSMENT POLICY FOR SPECIFIC GUIDELINES FOR A STUDENT LEAVING THE CLASSROOM WITHOUT APPROVAL:

## D.2 CLASSROOM MANAGEMENT EXPECTATIONS

D.2.1 LESSON DESIGN/CLASSROOM CONTROL/PROXIMITY: (add four necessary steps of a lesson plan)

- A. Lesson Design--a well planned lesson needs to include the following: (anticipatory set, objective, teach to objective and closure)
- B. Pay particular attention to the Anticipatory Set/first five minute rule: Research has proven that the teacher's failure to quickly involve the students in the lesson plan leads to lost learning time throughout the remainder of the class period and leads to marked increases of discipline problems. Here are some suggestions that could prove valuable to taking control of the first five minutes of class time--short quizzes or other sponge activities (use ideas from Madeline Hunter materials). Make sure you hold the students accountable for sponge activities--grade them in some manner. Have all learning materials ready as soon as students enter the room--don't send student to duplicate papers etc after class starts--if you need time between classes to get prepared, use quizzes and other sponge activities to gain some time to hand back papers, prepare equipment etc.
- C. Strictly enforce the District's Harassment Policy.
- D. Proximity (getting close to the students)--Don't consistently teach at or behind your desk--move up and down the rows when teaching throughout the class period--do not give assignments and then become "glued" to your desk while students are doing homework--move among them and help them. (MONITOR AND ADJUST--MH)
- E. Teachers should not eat/drink coffee, pop or other food items during class time. This creates a double standard for students.
- F. Use classroom management skills the entire class period.
- G. Constantly remind students of the "Big Four."
- H. Let "kids" know that You Like Them and Care About them at all Times and in all situations you come into contact with them.

## D.3 DISTRICT PERSONNEL CORRECTING INAPPROPRIATE STUDENT BEHAVIOR IN ALL SITUATIONS (SEE ALSO STUDENT HANDBOOKS)

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.

D.3.1 Cheating or copying detected: Teachers are expected to take appropriate action against students who are guilty of cheating or copying another student's homework.

1. If a teacher catches a student copying another student's homework, collect the papers from the student and report the incident to the related teacher. That teacher should take appropriate grading action and report to the principal.
2. If a teacher catches a student cheating in his/her classroom, take appropriate action regarding the student's grade and report the situation to the principal.

D.3.2 Students wearing inappropriate clothing or other inappropriate actions

1. If students wear inappropriate clothing into a teacher's classroom or area of responsibility, the teacher should inform the student that the teacher will report this incident to the principal.
2. At no time should a district employee allow any student to violate handbook regulations and not take the appropriate action. Never allow, but not limited to, the following: whistling, loud and inappropriate talking, boisterous behavior, "horse play, harassing behavior.

D.3.3 Student Cell Phones: never allow a student to use a cell phone unless it occurs during the noon-hour period--enforce this rule--follow the handbook

#### D.4 DISCIPLINARY EXPECTATIONS

D.4.1 STUDENT DISRUPTION OF THE LEARNING ENVIRONMENT--EMERGENCY STEPS BY TEACHER

SECONDARY TEACHERS: If a secondary teacher is confronted with a situation where a secondary student is disrupting the learning environment he/she should take the following steps to best protect the liability of the school district:

Calmly tell the student the following:

Report to office (the front desk)

Email an overview of what happened to the administration as soon as you can.

District Expectation for all teacher's involved in disruptive situations:

- A. Remain very calm--always be the PROFESSIONAL in the situation--never get into a "power struggle" with the student. DO NOT PERSONALIZE A SITUATION!!!!!! Remember the teacher's immediate actions will always escalate or de-escalate a situation.
- B. Do not personally bring the student to the principal's office or front desk if you still have other students in your classroom or if another class is arriving. Personally report the situation to the principal or front office if you believe that a serious emergency exists, or if you no longer have students that you are responsible for. Use the intercom or send a student and request assistance if the situation so dictates, but don't leave the room unless absolutely necessary.
- C. Use the intercom or send another student to get help if the student refuses to leave your classroom when you have instructed him/her to do so.
- D. Remember, if the student leaves your room and does not go to the office or the front desk, he/she is no longer your responsibility--the classroom and the remaining students are your top priority. Use the intercom or send a student to the front office if you believe the student does not intend to report to the office. Simply make a few notes as a record of the event for future reference.
- E. Never try to physically restrain a student unless you are trying to



protect yourself of the student. Use force only to protect yourself.

ELEMENTARY TEACHERS: Elementary Teachers Faced With A Disruptive Student, should:

1. Send another student to the office or use the intercom seeking assistance. Do not leave the classroom unless an emergency exists.
2. Report necessary information to Principal when appropriate.

### D.4.2 Use the District's Classroom Behavior Management Plan FOR CHRONIC PROBLEMS (following page)

Neil - please alter this as you see fit.

BEHAVIOR MANAGEMENT PLAN: The Behavior Management Plan is designed so the teacher and the district can have a written document verifying the steps that have been taken to eliminate a student's inappropriate behavior. IT IS A DISTRICT EXPECTATIONS THAT TEACHERS FOLLOW THIS PLAN AFTER THEIR INITIAL ATTEMPTS TO IMPROVE INAPPROPRIATE BEHAVIOR HAVE FAILED.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Date Plan Was Started \_\_\_\_\_

This student's behavior is disturbing the following classes \_\_\_\_\_

and my ability to teach. Specifically, the problem is: \_\_\_\_\_

AS THE CLASSROOM TEACHER, I HAVE TAKEN THE FOLLOWING STEPS TO CORRECT THE PROBLEM:

STEP 1: An AFTER-CLASS DISCUSSION was held on (date) \_\_\_\_\_ with the student regarding the inappropriate behavior. The student's reaction to the problem was and I have given the following suggestions/discipline to correct the inappropriate behavior improvement:

Were Before or After School Detentions Assigned? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, On What Date/s

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

STEP 2: A FORMAL TEACHER/STUDENT CONFERENCE was held after class or after school on the following (date) \_\_\_\_\_ at (location) \_\_\_\_\_. The inappropriate behavior was again discussed with the student and the student was informed that further misbehavior will result in contact with the parent/guardian either by telephone or mail. The student's reaction to my suggestion was and I have given the following suggestions/discipline to correct the inappropriate behavior improvement:

Were Before or After School Detentions Assigned? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, On What Date/s

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

STEP 3: PARENT PHONE/MAIL CONTACT was made on (date) \_\_\_\_\_. On the following date the Parent/Guardian responded to the contact (date) \_\_\_\_\_. The parent was informed of the inappropriate behavior and the initial steps taken by the teacher. The parent's support was requested. The parent was also informed that the next time this problem occurred, a conference would be held with the student, parent, teacher and principal.

The following disciplinary action was also taken by the teacher:

STEP 4: A CONFERENCE was held with the student, parent, teacher and principal on (date) \_\_\_\_\_ at (location) \_\_\_\_\_. Strategies discussed for attaining appropriate behavior are listed below:

\_\_\_\_\_

Other Disciplinary Action Taken by the School District:

## E. SUPERVISION EXPECTATIONS AND RESPONSIBILITIES

E.1 DISTRICT GOAL FOR SUPERVISION: The ultimate goals that all district employees must strive to accomplish while supervising students in any capacity are the following:

1. to provide a safe environment for children--physically and emotionally
2. to protect the liability of the district
3. to protect their own personal liability (see underlined expectations below marked with an asterisk)
4. to protect District property

### E.2 SUPERVISION EXPECTATIONS FOR TEACHERS/COACHES/SPONSORS

Teachers/sponsors/coaches are expected to be at their assigned areas of responsibilities at all times unless an unforeseeable emergency should arise. Students are not be left unsupervised. Failure to follow this directive may result in a teacher being negligent with his/her responsibilities. Employees in supervisory situations are expected to do, but not limited to, the following:

- a. Show up a few minutes early, but always before students arrive.
- b. Always physically place yourself near the students, or close to a situation that has the potential to be a problem area. \*Proximity to students is most important).
- c. Always \*explain to the students what are the district expectations for conduct.
- d. Treat all supervision situations the same as the classroom when it comes to student behavior expectations and/or district rules and regulations.
- e. Report inappropriate student behavior to the principal, however do not immediately leave your area of responsibility unless an emergency exists.
- f. Always take added precautions any time you are supervising elementary students or secondary students with a \*history of misconduct and walk them to and from situations where they may be changing supervised environments.
- g. If you find a situation where students are being left unsupervised, send a student to find an administrator or other district personnel, and monitor the students until another supervisor arrives.
- h. Correct inappropriate student conduct immediately

### E.3 SUPERVISION AREAS

The following supervisory areas are of special concern to the district. Additional administrative regulations to the ones listed below will be developed

as needed by the elementary and/or secondary principal to provide specific guidelines to supervisors (teachers and aides) to effectively supervise these particular areas:

- A. Classrooms: Teachers must be at their classroom door waiting for students to arrive. Do not arrive late to class. Teachers should not leave their assigned teaching area while they have teaching or supervising responsibilities unless an emergency exists or if they are replaced by an approved district representative
- B. Playgrounds: (#1 HIGH LIABILITY ENVIRONMENT) Teachers/aides who have play ground responsibilities are to move among the students and not station themselves against the school building. Proximity to the students is essential during playground responsibilities.
- C. Hallways/Students Passing Down Hallways: Teachers are to monitor the hallways in front of their rooms or assigned work areas. Teachers should follow students out the door at the dismissal bells or as they pass to their next class or activity. Don't remain at your desk—supervise!!
  - 1. Elementary teachers: An Elementary teacher is expected to follow his/her class down the hallways as the class moves to an assigned activity/class (i.e. music, art, PE. and others) and excuse the class to the specialized teacher in charge of the activity/class.
- D. Gymnasiums/Locker Rooms (#2 HIGH LIABILITY ENVIRONMENTS): Any time a student is in the gymnasium or locker room, he/she needs to be supervised by a teacher or a district assigned representative. Send them home if they will not be supervised.
- E. Activity Sponsorships: Coaches and sponsors must arrive before and leave after all students. Activity participants are to be supervised at all times. Coaches must supervise athletes before they arrive at their practice destination and after practice is finished (returning to locker rooms, shower rooms etc) Sponsors are responsible for total supervision of students that they have been assigned unless directly relieved of this responsibility by the administration.

#### E.4 STUDY HALL SUPERVISION AND STUDY HALL RULES

A study period is provided for pupils who are not enrolled in a class during a scheduled period. Study Hall regulations are necessary in order to avoid confusion and to create an atmosphere conducive to a fair and equitable situation for all students involved:

- 1. All students should be in their assigned seats when the tardy bell rings. No one is allowed to leave his/her seat until roll is taken. Students need to obtain the permission of the study hall teacher to leave their seats or to speak to another student.
- 2. Demand that students bring reading material to their study hall.
- 3. DON'T ALLOW DOWN LIST STUDENTS to leave the study hall unless it is to go to a teacher who has placed him/her on the down list. Student(s) on the down list are not to leave the study hall to go to the library for leisure reading.
- 4. Permission to speak must be given from the teacher.
- 5. Students must return to their assigned seats before the dismissal bell.
- 6. All passes from the study hall must be signed by the teacher that originates the pass and also by the individual in charge that the student contacted away from the study hall. STUDENTS MUST SIGN IN AND OUT OF THE STUDY HALL ON THE CHECK OUT SHEETS.
- 7. No more than one boy and girl may check out at any one time to go to the rest rooms. (LIMIT RESTROOM BREAKS)
- 8. The first twenty-five minutes of each study hall period is reserved exclusively for study. Students may be granted privileges by the teacher after twenty-five minutes of the class have passed.
- 9. Passes to the library/media center to do research must be

initiated by the teacher making the assignment and must be made out in advance of the time the study hall meets.

10. Study hall teachers may grant after twenty-five minutes permission for a student to visit with a teacher who has a planning period or to go to the office to visit the principal, guidance counselor or superintendent.

(E.4.1) TEACHER REQUESTS A STUDENT FROM STUDY HALL: Any study hall student wishing to confer with a teacher or work under a teacher's direction or any teacher desiring a study hall student to come to him/her for a conference, must issue the pass to the student. However, the pass needs to be signed in advance by the requesting teacher.

(E.4.2) PASS REQUIREMENTS TO LEAVE STUDY HALLS: No student is to be allowed out of any study hall or class without a pass. Any pupil wishing to confer with a teacher or work under a teacher's direction or any teacher desiring a pupil to come to him/her for a conference must initiate the pass. However, it must be signed in advance by the teacher to whom the student will go to. No student is to be out of any study hall without a properly signed and authorized pass.

E.4.3) STUDY HALL ASSIGNMENTS ARE TEACHING ASSIGNMENTS: the study hall teacher is ultimately responsible for the learning environment in his/study hall. The District expects the study hall teacher to treat this assignment as a learning opportunity for the students first and for teacher preparation purposes second. Use this opportunity to promote improved assessment scores and to promote the district reading goal.

#### E.5 CLASS AND ORGANIZATION SPONSORSHIPS: (SEE ALSO STUDENT HANDBOOK)

Sponsors of classes and organizations will be assigned by the District Superintendent and shall maintain that responsibility for the school year or until reassigned. The sponsor is responsible for ensuring that the assigned class or organization meets its purposes, goals and financial commitments. Each sponsor is expected to use this opportunity to teach students about problem solving, citizenship, human relationship and financial responsibilities. At all time the sponsor is to be the professional in charge. Sponsors are expected to perform, but not be limited to, the following responsibilities:

- a. insure that parliamentary procedure is used at all meetings incorporating democratic principles of government into the student decision making process--NO UNILATERAL DECISIONS BY SPONSORS INVOLVING AN ORGANIZATION'S FUNDS OR ACTIVITY SCHEDULING WITHOUT FIRST HAVING AN ORGANIZATIONAL MEETING AND RECEIVING A MAJORITY VOTE OF THE ORGANIZATION.
- b. insure that no discrimination or harassment occurs at any meetings
- c. insure that no school policies are violated
- d. insure that all groups/organizations are kept financially solvent
  1. no student is to order any materials for an organization without first procuring a purchase order signed by the sponsor--and all orders are to be sent through the main office (the district will not assume financial responsibility for purchases not following this procedure).
  2. all purchases by classes and organizations must be pre-ordered and be pre-paid (any expenses that the district has to assume will be subtracted from that class or organization's treasury or the sponsor may be held personally liable for the expense)
- e. insure that all contracts or agreements that the group enters into are signed by a class sponsor--no student is to enter any school organization into a contract.
- f. insure that at least one sponsor is present for any transportation needs of a class or organization
- g. TREASURER RESPONSIBILITIES FOR CLASSES OR ORGANIZATIONS (CLEF Club not included:)

1. Class/Organization Treasurers will no longer collect funds or dues directly from student members: Each student member is to turn their dues or collections directly into the district treasurer/front office secretary (Stephanie). THEY MUST RECEIVE A RECEIPT—it is the student members' responsibility to receive a receipt for their personal records.
2. The class/organization treasurer is to occasionally meet with the district treasurer to keep an accurate and updated record of receipts and expenditures
3. The class/organization treasurer is to inform the class president and the sponsor of students who are delinquent with their dues or collections

h. DUES NOT PAID: NOTE!! The district reserves the right to keep students who have not paid their dues from attending certain class or district supported activities (including commencement)—this guideline is to be presented to each class and organization at the beginning of the 2007-08 school year at each initial class meetings. (SEE STUDENT FEES POLICY IN STUDENT HANDBOOKS)

i. ADMINISTRATIVE APPROVAL OF FUND RAISERS: All FUND raising activities must first be approved by the administration. NOTE!! no new fund raising activities are to be initiated by any sponsor without first providing the Superintendent with the following explanations: 1. Purpose of the fund raising activity, 2. how will non-discrimination be assured, 3. how will the quality of the product be assured if necessary, 4. what will be the time allotted for this project, 5. what will be the expected profits, 6. how many students will be involved and when will they be expected to sell the items, and 7. how will parents be involved, 8) will prepayment of supplies be required?

i.1 DISTRICT FUNDRAISERS AND NSAA GUIDELINES: School fundraisers may be held for summer camps and clinics with the school district able to bank the funds the activity raised to be paid at a later date. In order for a student to have his or her fees paid, he/she must have worked at a particular fundraiser.

j. NOTE: The sponsor's must give approval to the president and attend all class or organization meetings in a supervisory capacity.

E.6 ACTIVITY TRAINING RULES (SUPERVISOR'S RESPONSIBILITIES): For violations of the district's alcohol, tobacco or drug training rules, a student will be automatically suspended from the following sporting event or activity in all activities that the student participates. Each student will be subject to the individual rules of any particular organization that he/she belongs to in regards to alcohol, tobacco or drug violations. At present time, Harvard Public School District will allow each activity sponsors to develop and implement participant conduct and training rules for their particular activities, excluding alcohol, tobacco or drug training rules. Each sponsor's guidelines must meet the following district criteria: (SEE ACTIVITIES IN STUDENT HANDBOOK OR COMPLAINT POLICY)

- A. A copy of the sponsor's conduct and training rules must be approved by the administration and on file with the Principal before the activity begins.
- B. Each sponsor must present a written copy of his/her conduct and training rules to the participants before the activity begins.
- C. The training rules must contain clear expectations for student conduct and specific consequences must be presented for violation of the conduct rules. Such training rules should account for situations where activity participants are involved with misdemeanors or felonies under the legal definition.
- D. If a sponsor desires to vary from the conduct and training rules that he/she has developed, he/she must have approval of the administration.

## F. PROFESSIONAL RESPONSIBILITIES

F.1 ARRIVAL AND DEPARTURE: Full time equivalency (1.00 FTE) contracted teachers are expected to arrive at work no later than 7:45 AM and to continue on duty until 4:00 PM. Teachers who are less than 1.00 FTE will have their arrival and departures times adjusted as District needs dictate.

F.2 ATTENDANCE AT ASSEMBLIES, PEP RALLIES, ETC: (THIS IS A REQUIREMENT) All faculty members are expected to attend assemblies, pep rallies etc. Your presence lets students see you support their endeavors, but it also assists the administration with supervision of students.

F.3 PROVIDING ASSISTANCE TO STUDENTS BEFORE, AFTER SCHOOL, DURING PLANNING PERIODS: Teachers are expected to be available to students during their preparation times which are considered to be before school, after school and during planning periods. Students who need assistance should not have to spend time trying to locate a teacher who is scheduled to be available in his/her room. Activity sponsors will need to schedule times with students WHEN they will be available to help students. BE PROACTIVE IN THIS AREA--INSIST THAT STUDENTS COME IN WHEN YOU KNOW THEY NEED HELP. DO NOT LEAVE THE DECISION UP TO THE STUDENT.

F.4 POP, CANDY, POPCORN AND PARTIES ETC IN THE CLASSROOM: Pop, candy and popcorn etc used within the classroom must first have the permission of a teacher's respective principal--NOTE-THIS IS NOT A TEACHER DECISION. These types of occasions should be used as a specific reward to students and not as a regular practice.

F.5 USE OF VIDEOS, GAME PLAYING, ART PROJECTS ETC FOR ENTERTAINMENT PURPOSES WITHIN THE CLASSROOM--APPROVAL OF THE PRINCIPAL: The showing of videos and/or game playing during class time that is not clearly tied to a learning objective and part of the lesson plan need to have the prior approval of the principal. These kinds of entertainment activities should not become a weekly activity, but be saved for special occasions.

Art projects etc: art projects should be a cooperative arrangement between the classroom teacher and the art teacher. Core curriculum classroom time should not be used doing art projects that can be accomplished during a student's regular art period. Integrating art projects between the regular classroom and the art room should be a valuable learning experience for the students.

F.6 TEACHER DRESS FOR REGULAR SCHOOL DAY AND ACTIVITIES: Developing appropriate dress requirements for administrators and teachers is almost impossible. Numerous circumstances arise on a daily basis which cannot be effectively governed by an all inclusive employee dress policy, and hard feelings are usually the result. For this reason certified employees from Harvard schools will be asked to take the following steps in reference to appropriate dress.

- a. First--desire to be treated as professionals by the public we serve so dress accordingly. Whether or not the education profession is as financially rewarding as another profession is not the issue. Acceptance as a professional is!! Therefore, a simple question each employee should ask him/herself is, "if I were a lawyer, banker, doctor etc., would it be considered professional if I wear a particular item of clothing to work?" Self evaluation by each employee according to this question should solve most concerns.
- b. Second--discuss a particular clothing item which may be deemed "unprofessional" with your respective principal prior to wearing such clothing not afterwards. Let's try to do what is best for the working environment of our school system and not allow school dress concerns to become a negative influence.
- c. Certain types of clothing apparel may be appropriate for a particular job related requirement and not appropriate for another job related requirement. Some employees may have to make clothing changes during the

day, and others may not. This is to be expected. Please use professional discretion when these situations arise. Students do notice what we wear. At all times we are to be the professional and separate ourselves from the students in dress and conduct.

- d. Administrative discretion will prevail should specific clothing items become a controversy.

F.7 POWERSCHOOL GRADING RESPONSIBILITIES: For 2021-22 grades will be entered into the Power School program. Teachers may also record grades in a grade book if they desire. Students grades are to be kept accurate and up-to-date by all teachers. Accurate and up-to-date means the following: Grades and test scores are to be recorded during the week that they were given to the students not returned by the teacher. Teachers are expected to record at least one grade per week for each student in all subject areas. At the end of the first week of the regular school year, teachers in non-academic subject areas will be expected to present their grading methods to and gain approval of their respective principal.

F.8 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.

F.9 DISTRICT MEETING—EMPLOYEE ATTENDANCE:

- A. Teachers are expected to arrive a few minutes before a meeting is scheduled to commence. Coming in late and disrupting the flow of a meeting or interrupting a speaker is very unprofessional. (REMEMBER THE BIG 4)
- B. No teacher or contracted personnel is to schedule any other activities during a meeting scheduled by the administration unless given prior administrative approval. No students are to be left unsponsored while a teacher attends a meeting.
- C. All participants at meetings, administrative and teacher originated, are to use meetings for constructive purposes only. All participants are expected to display professional conduct and problem solving methods. Rudeness to fellow employees or guests is very unprofessional. District employees are to give full attention to inservice presentations and to not use inservice time to discuss other concerns, lesson preparations, grading papers etc.
- D. Administrators are expected to survey the teachers to gain their input for agenda items for administrative and staff development meetings. A meetings agenda should be prepared for all meetings to focus the purpose of the meeting.

F.10 CLASSROOM COMMUNICATION RESPONSIBILITIES/OPPORTUNITIES FOR TEACHERS (BE PROACTIVE): Teachers are expected to INITIATE communications (verbal or written, telephone or PowerSchool) with administrators/parents/guardians whenever an situations arises involving a student that need particular attention. Specific areas, but not limited to, that employees are expected to initiate communications are the following:

1. Reporting of Student Progress to parents/guardians (early in the school year in case retention is considered at the end of the year)
2. Referral of a student to SAT team or ELL Coordinator and contacting parents (this needs to be done early in the school year but for sure by the end of the first 9 weeks).
3. Disciplinary Situations (contact parents as soon as a disciplinary issue becomes repetitive)
4. Special situations that arise where clarity of an issue is important or parents/guardians need specific information that shouldn't be entrusted to students to carry home.
5. Teaching of controversial issues in the class room--appropriate prior

notification is required (see policy 1201)

6. Contributions to the District Newsletter (Chirp)
7. Student Conduct numbers: If a student will receive a "3" or "4" on his/her report card for conduct, then the teacher needs to make a written comment on the report card explaining the conduct number and should make personal contact with the administrator and with the parents/guardians before the report card is sent home.
8. PowerSchool: When fully implemented this web-based system will be used to provide parents with homework assignments, grades, disciplinary issues, attendance etc. Teachers will be trained for PowerSchool responsibilities.
9. Written correspondence: All written correspondence sent by a district employee is to first be proofread by another employee and then initialed by an administrator before it is sent. The content of any correspondence must reflect quality written communication standards and must not contain any content which does not reflect the legal, philosophical or professional employee expectations of the District.

F.11 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.

F.12 ACTIVITY PASSES OR PAYING AT GATE REQUIRED FOR EMPLOYEE AND BOARD MEMBER'S CHILDREN: All children of employees or board members 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.

F.13 MAILBOXES IN CENTRAL OFFICE: Each teacher is to regularly (at least once daily) check the mailbox that has been assigned to him/her. At no time should mail accumulate in a mailbox.

F.14 ANNOUNCEMENTS/POWERSCHOOL: All daily announcements will be placed on PowerSchool—teachers are expected to read announcements to the students at the beginning of 2nd period. If an employee desires to have an announcement given to the teachers or student body, he/she will need to present the announcement to the front desk well ahead of publication time. Do not wait until the last minute. Note!! the front desk may require that an announcement has administrative approval before it is published.

F.15 FINAL TESTS REQUIRED: Final Tests will be required each semester for 6-12 students in Math, Science, English and Social Studies. Final tests should test students upon the major learning objectives or State Assessment Standards presented by the teacher during the semester grading period. The final test grade will count for 20 percent of the semester grade. Teachers are urged to also give final tests in other subject areas.

F.16 HARVARD HONOR SOCIETY AND INAPPROPRIATE STUDENT CONDUCT: The District reserves the right to remove students from the Harvard Honor Society for inappropriate conduct (for at least the following semester) that detracts from the academic merits of the society. Such inappropriate conduct could include, but not be limited to, cheating or chronic classroom misbehavior. Students could be reinstated to the society upon approval of the administration. Teachers will be expected to inform the administration of



any Honor Student who has been caught cheating or who has become a chronic behavior problem.

F.17 EXCESSIVE ABSENTEEISM POLICY/TRUANCY/GRADE REDUCTION (see STUDENT handbook). All certified personnel must comply with the guidelines of this policy as given in the Secondary Handbook. Any deviations from this guideline must have administrative approval.

F.17.1 6-12 AFTER SCHOOL ACADEMIC PROGRAM (see STUDENT handbook) For the 2021-22 school year HPS will continue an After School Academic Program for students who fail to complete homework as assigned or who are on the down list. All district personnel must follow the guidelines of the policy as adopted by the board of education with policy 6172.5.

F.18 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.

F.19 EMAIL VIRUS PROTECTION--EMPLOYEE RESPONSIBILITIES--Employees are not to open any emails when they do not recognize the sender. Virus senders are becoming very crafty in their attempts to get unsuspecting people to open an infected email. A virus can infect the district's network system and cause much damage including shutting down the entire system.  
(SEE ALSO INTERNET ACCEPTABLE USAGE POLICY)

F.20 PROTECTION OF SCHOOL PROPERTY: School employees must protect school property at all times. Never allow students to sit on tables, desk tops etc. Report all examples of property destruction to the superintendent.

F.21 STUDENT DUE PROCESS AND CORPORAL PUNISHMENT

A. DUE PROCESS OF LAW FOR STUDENTS: Due process is a procedure which the Courts of Law recognize as a necessary part of rules and regulations used by a school district. Due process recognizes the rights of the individual and outlines a recourse in case a student feels an unfair or wrong decision has been made. This means that in a disciplinary action, the student must be told what is being done and why. The student must be allowed to answer all charges against him/her. In all classroom discipline, it is important that all teachers follow due process.

B. CORPORAL PUNISHMENT POLICY: Corporal punishment is prohibited in the Harvard Public School District. Nothing in this policy, however, shall be construed to prevent the reasonable use of force in self-defense, the defense of others, the defense of one's property or the defense of property of another. Should any employee of the district engage in an act of self-defense as described above, such employee shall make an oral report of the incident within 24 hours to the superintendent. The superintendent shall investigate the incident and prepare a written memorandum for district records.

G. BUSINESS AND NON-INSTRUCTIONAL RESPONSIBILITIES

G.1 INVENTORIES: All faculty members/ activity sponsors etc and special contracted personnel will be required to turn in at the end of each school year completed inventories of the equipment (including athletic and/or other activities), materials/supplies/ textbooks etc that they were responsible for during the school year. Serial numbers of new equipment are to be recorded on inventory sheets and turned into the office at the time they are purchased. Completed inventory sheets must be signed by the appropriate administrator before an employee will be released for summer vacation or before an employee will receive his/her corresponding paycheck.

G.2 ACTIVITY DIRECTOR INVENTORIES: The AD will keep accurate records of all athletic equipment and supplies by requiring that coaches submit a completed inventory to his office at the end of each school year.

### G.3 TELEPHONE CALLS -- INCOMING AND OUTGOING ON DISTRICT TELEPHONES

- A. IN CALLS TO PUPILS: Pupils will not be called to the telephone from a class except in cases of extreme emergency. If it is necessary to talk to the pupil, the message will be written down and delivered to the pupil at the earliest convenience.
- B. OUT CALLS BY PUPILS/TIME LIMIT ON CALLS: Pupils finding it necessary to make a telephone call are welcome to use the phone in the center hall before or after school and during the noon hour. Do not ask to use the office telephone during school hours, except in emergencies. Any abuse of this phone privilege will result in the hall phone being removed. Pupils are not to be allowed to leave class to make phone calls unless an emergency exists. SCA's are not to use the telephone while working. Students are not to monopolize the telephone and it is recommended that calls be limited to 3 minutes or less.
- C. CALLS DURING INCLEMENT WEATHER: Calls should not be made to the school by the townspeople during stormy days. This tends to jam the lines so it is impossible to get messages to and from rural patrons and to the radio and television stations.
- D. EMPLOYEE USE OF TELEPHONE/LONG DISTANCE/PERSONAL CELL PHONES/EMERGENCIES: All personal long distance calls made by employees must be charged to their personal phone account or they must use personal cell phones. Employees (teachers and aides) must not use their personal cell phones during contracted instructional time unless an emergency exists. Please inform the office of potential emergency situations of which you are aware. Ringers on cell phone are to be shut off during instructional times. Do not use personal cell phones in front of students.

G.4 PURCHASING--USE OF PURCHASE ORDERS AND DISTRICT CREDIT CARDS BY EMPLOYEES 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.

7. District Credit Cards: employees are expected to use District Credit Cards to make purchases at local vendors unless given permission by the superintendent to use an alternate method of payment.

**G.5 PREPAYING FOR PURCHASED PRODUCTS:** sponsors or other District Employees who intend to purchase products through the school district and collect monies from students or other parties to pay for the products must take the following steps:

1. Receive prior approval of the Superintendent to purchase such products
2. Receive prior approval of parents/guardians if necessary.
3. Collect prepayment for the product (including shipping and handling) and give a correct receipt at time of collection from the people who are to receive the product using the following collection rate:
  - a. Product Cost is \$100 or less                      100% Must be Prepaid
  - b. Product Cost is \$101 or more                      50% Must be Prepaid

Any personal who violates this purchasing policy may be held financially liable for any expenses the district might incur and/or may be found to be considered negligent in his/her duties.

**G.6 CHARGING EXPENSES TO LOCAL VENDORS BY DISTRICT EMPLOYEES OR STUDENTS:** Employees or students who charge food, fuel or other items to the school district (especially from local vendors) need to turn in their receipts to the bookkeeper immediately after returning to the school. The receipts must indicate the following: 1) purchasers signature, and 2) name of organization or class i.e., shop, art, family and consumer sciences etc.

**G.7 ACTIVITY ACCOUNT AND USAGE GUIDELINES:** The District's activity account is considered a revolving account as funds will constantly be coming in and going out. However, the activity account is also a part of the District's general fund which means that monies have to first be transferred to the activity account from the general fund before it can function as a revolving account. It is very similar to a person's bank checking account. This accounting practice often creates money shortages in the activity account at given times throughout the year. Because the activity account is being used for a myriad of purposes from what it was originally designed for, the district will have to make some changes to allow for a more accurate accounting of activity funds. This requirement will place more responsibilities upon district employees who are involved with situations where monies will be kept in the activity account. Some of these requirements will/may involve the following:

1. Need to use purchase orders in certain circumstances and/or orders being placed by front office secretaries in many instances.
2. Prepaying for orders for products that students will pay for

**G.8 TEACHER'S GUIDE FOR ASSESSING FINES FOR DAMAGED/LOST TEXTBOOKS:** Most of the textbooks provided to students are in good usable condition. If, after use, any of these textbooks show wear beyond that accumulated from normal use, it is necessary that a fine be assessed to cover the damages. Fines will be assessed for lost or damaged books within one week of the damage or loss to avoid fines in the spring when both the teacher and student's recollections of the loss is dim. Should the book be found, then the fine for the lost book will be refunded. Fine collection on damaged books is the responsibility of the teacher, however, the fine schedule listed below is to be used in establishing a degree of uniformity in assessment. NOTE: In addition to collection of fines for permanent damage to

books, teachers also should require all students to make erasure and minor repairs necessary for future use of books.

G.8.1 DAMAGED BUT USABLE BOOKS: Due to the increasing cost of textbooks, students will be assessed a flat \$5.00 fine for damaged texts which are still considered usable.

G.8.2 FINE ASSESSMENT SHEET FOR LOST OR TOTALLY DAMAGED TEXTBOOKS: As a general rule, the district will use a 10% depreciation rate per year for the first five (5) years after purchasing for figuring the replacement cost of textbooks. Depending upon the age of the book, depreciate 10% for each year since it was purchased and assess a fine for this amount. Fines assessed will be a flat rate of \$15 for books older than five years.

Teacher's Name \_\_\_\_\_ School Year \_\_\_\_\_

Descriptions of Textbooks:

Excellent -- New Textbook

Good -- Usable

Fair -- Usable if Repaired

Poor -- Unusable

Student's Name	Book Number	Description of Damaged Condition of Book if Lost	Fine Assessed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**G.8.2 PROCEDURES FOR ISSUING OUT, CHECKING IN AND INVENTORYING BOOKS:**

- A. Make a written record of the condition of all books prior to checking them out to students. File a 5 x 8 card on each book checked out to the students, stating the specific condition of the book i.e. marks, torn pages, other misuses etc
- B. Record the number of the book checked out to each student in your grade book and also on the 5 x 8 card or computer record.
- C. Each student is to sign his/her name and the date on the inside cover of each book and also on the 5 x 8 card.
- D. When checking in books, please check carefully to see that the book number returned is correct for each student
- E. Please issue a book cover to all students at the beginning of the school year and require that all books are covered
- F. A fine assessment record sheet is part of this handbook. Please assess appropriate fines for lost or damaged books
- G. An accurate inventory of all books is the responsibility of each teacher.

**G.9 USE OF SCHOOL COPIERS/ACCESS CODES/PERSONAL REASONS:** 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. Just as with the telephone, the front office will assign special access numbers on a daily basis for copier usage by SCA's, other pupils, substitute teachers, and/or other people. THE DISTRICT IS MAKING EVERY EFFORT TO REDUCE PAPER BEING WASTED OR BEING USED BY UNAUTHORIZED

PARTIES. 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.

G.10 STUDENTS COLLECTING MONEY FOR GIFTS FOR SCHOOL EMPLOYEES (1313): Students and parents should also be discouraged from collecting money, or setting aside funds to purchase gifts for faculty members or other school personnel. It should be stressed with students that they can best express their appreciation to employees by letters of commendation and by congenial working relationships.

G.11 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.

G.12 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.

G.13 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.

G.14 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.

G.15 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.

G.16 GIFTS TO SCHOOL PERSONNEL FROM STUDENTS OR PARENTS (1313): Students and their parents will be discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. Where a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive and should be presented to the teacher privately, not in the classroom while other students are present. If such gifts are offered, school personnel should minimize such an act and not give publicity or public recognition to such gifts or praise the donor. The board shall consider as always welcome, and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation. The provisions herein shall not be interpreted as intending to discourage acts of generosity in unusual situations.

G.17 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.

G.18 ESTABLISHMENT OF SPECIAL FUNDS, I.E. FLOWER FUNDS, BEREAVEMENT FUNDS, SICKNESS: 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

G.19 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.

G.20 USE OF STUDENTS - SOLICITATION, DISTRIBUTION, COLLECTION OR SALES (Regulation 1140): Students in grades kindergarten through six grade shall not participate in fund drives or in any other form of solicitation,, distribution, collection or sales activity on the streets or from door-to-door for school-related purposes. K-6 students will be allowed to participate in non-school activities that fall within the guidelines of number (2) below provided such activities have administrative approval. Students in grades Seven through twelve may participate in fund drives or other form of solicitation, distribution, collection or sales activities on the streets or from door-to-door provided that:

1. The project is to support a school-related activity
2. The project is to support a charitable organization or cause consistent with the educational purposes, programs and policies of the district.
3. The project has been approved by the Administration
4. No student will engage in a fund drive, distribution, or other form of solicitation, collection, or sales activity during times when classes are being held or when the student has other school related requirements.
5. The project does not involve activities which are prohibited under federal, state or local statutes and/or ordinances.

G.21 STUDENT BILLS/EXPENSES AS PART OF CLASSROOM/LAB ASSIGNMENTS: (see Student Fees Policy 3250 concerning Fee Waivers) Teachers are responsible for insuring that student bills which specifically pertain to their classroom or activity are turned into the front office. Student bills should not be allowed to amass over the entire school year but should be dealt with at the end of each grading period or sooner if possible.

G.22 CRISIS SITUATIONS AND STUDENTS (SEE STUDENT/FACULTY HANDBOOKS)

G.23 EMPLOYEE OR ADULT MEAL PRICES: For 2021-22 the District will no longer offer single entrée meals (paper plate) to adults. All adults will pay \$3.00 for a tray (full meal or complete salad bar) or \$2.00 for a bowl to be used for a salad only.

## H. TERMS AND CONDITIONS OF EMPLOYMENT

H.1 EMPLOYEE PERSONNEL FILE: Any teacher, administrator, or full-time employee of any public school district shall, upon his/her request, have access to his/her personnel file maintained by the district and shall have the right to attach a written response to any item in such file, and may, in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall, be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person. It is the responsibility of each staff member to make available to the office the following items for the personnel file:

- a) A current Nebraska teaching certificate signed by Superintendent
- b) One copy of official college transcripts kept up-to-date
- c) A copy of teaching experience record to date and proper retirement forms
- d) W-4 Exemption Certificate
- e) Professional Growth records kept current (see Professional Growth form)

H.2 CHANGE OF ADDRESS OR PHONE NUMBER: Should a member of the staff change address or phone number at any time during the school, the Superintendent's office should be notified immediately.

H.3 AUTOMATIC RENEWAL OF CERTIFIED EMPLOYEES' CONTRACTS: Nebraska statutes specify that unless notified prior to April 15 of each school year of any contract amendment or termination, all certified contracts will automatically renew on that date.

H.3.1 CERTIFIED TEACHER RESIGNATION BEFORE April 15: Teachers asking to resign from a signed contract before April 15 are asked to provide the Superintendent with a resignation letter that will be presented to the Board of Education at the April Board Meeting.

H.3.2 CERTIFIED TEACHER CONTRACTS DUE APRIL 15: Certified teacher's signed contracts are due in the Superintendent's office on April 15 of each school year.

H.3.3 RELEASE FROM TEACHING CONTRACT AFTER APRIL 15:

Because of the teacher shortage in Nebraska, the Harvard Board of Education has made the decision that a teacher will not be released from a signed contract after April 15 unless special circumstances exist necessitating a waiver of this regulation. The District will consider each teacher's request for a waiver on a case by case basis at the April board meeting (third Monday), and reserves the right to make a final determination that best meets the needs of Harvard Public School. The District believes that the educational needs of its students must be taken into consideration whenever a teacher requests to be released from a signed contract.

H.3.4 TEACHER RESIGNATION, WITHDRAWING RESIGNATION AND RE-APPLICATION:

Teachers who are unsure of their employment desires at the April 15 date will be asked to take the following steps:

Step 1: Submit a resignation letter to the Superintendent by 4:00 PM on or before the April 15 date.

WITHDRAWING RESIGNATION:

- a. By law, the teacher may withdraw his/her resignation letter before board action is taken at the April board meeting subject to certain circumstances (district has hired another teacher or offered contract to another teacher)

REAPPLICATION WITH HARVARD PUBLIC SCHOOL AFTER APRIL 15TH: A teacher whose resignation has been accepted at the April board meeting may reapply for his/her prior position or any other position that may be available should he/she desire to do so at a later date. He/she will be granted an interview and given consideration for re-employment based upon the teacher's prior contributions to the District and, provided, the teacher is in good standing with the District at the time of the re-application. The District will be under no obligation to guarantee the teacher's re-employment for the ensuing school year.

H.3.5 EXPENSES ASSOCIATED WITH RELEASE OF A CERTIFIED TEACHER: Teachers who are released from their contract after April 15 are in effect seeking to breach their signed contract. Nebraska Contract Law allows the Board the right to collect certain expenses involved with replacing a teacher. The Harvard Board of Education reserves the right to collect the following expenses from any employee seeking to be released after the April 15 date: a) advertising costs, b) contract expenses incurred because of changing personnel, c) other expenses directly related to securing a suitable replacement.

H.4 CONTRACTED DAYS: All certified teachers sign a 185 day contract of which at least 178 shall be actual teaching days. The district reserves the right to use the 7 additional days in any manner which meets district needs, including but not limited to, in service days, staff development days, make up days for missed school days, parent-teacher conferences held after regular school hours etc.

H.5 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.

H.5.1 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 the state or federal government are 1) Retirement, 2) Withholding (state and federal income taxes), and 3) Social Security. An employee may elect with district approval to have the following deductions withheld from his/her monthly check: 1) Association Dues, 2) Insurance Coverage above District's Obligation, 3) Annuities, and 4) Others as approved by the District.

H.5.2 Wage and Deduction Information

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.

H.6 EMPLOYEE LEAVES:

H.6.1 PERSONAL LEAVE: Each teacher will receive two (2) days of paid personal business leave that can accumulate to 4 days total. The Administration shall be notified at least five (5) days before taking such leave except in the case of emergencies. Personal leave shall be for business that must be conducted only



during school hours. Employees who need to take leave because of minor emergencies involving their personal properties, inability to attend school because of in-climate weather, or personal court appearances or other personal situations, will be expected to use a personal leave or reimburse the district at 1/185 of their salaries. Reimbursement for unused personal days shall be according to Negotiated Agreement.

H.6.1A Administrative Regulations: Personal leaves will/may not be allowed which begin early or extend longer already scheduled holidays or vacations unless an emergency exists or special circumstances exist which necessitate a waiver from this guideline. Employees should not use personal leaves for activities which the general public might consider as a frivolous misuse of their tax dollars.

H.6.1B PERSONAL LEAVE COMPENSATION: Unused personal leave may accumulate to 4 days total or teacher will be compensated \$25 for 2 unused personal leave days during the June pay period.

H.6.2 PROFESSIONAL LEAVE: Each teacher shall be credited with one (1) day of paid professional leave which will not accumulate. The Superintendent shall be notified at least five (5) days before taking such leave. Additional professional leave may be granted with administrative discretion. Tenured teachers are expected to use professional leave to procure professional growth credits as required by the Nebraska Department of Education. Teacher taking professional leave shall be responsible for any expenses for such leave except hiring of a substitute.

H.6.3 STAFF DEVELOPMENT LEAVE: Staff Development Leave is not part of the negotiated agreement and shall be granted with administrative discretion. Teachers may request staff development leave at any time. Teachers may not use staff development leave to procure professional growth credits however, the district reserves the right to waiver this regulation at its discretion. The expenses associated with staff development leave shall be funded by the district's Staff Development Program.

H.6.4 SICK LEAVE: Each teacher shall be credited with 12 days of paid sick leave at the beginning of each school year whose unused portion shall accumulate from year to year to 52 days. Sick leave may be used for 1) Personal Illness, 2) Pregnancy Leave, 3) Adoption of Child Leave, 4) Emergency/Severe Illness in Immediate Family, and 5) Birth of Healthy Grandchild or 6) Bereavement leave. (see negotiated agreement for specific details)

H.6.5 TEACHER ILLNESS: When unable to attend school due to personal or family illness, each teacher is to notify Mr. Williamson by telephone between 6:30 AM and 6:45 AM. TEACHER ILLNESS DURING SCHOOL DAY: If a teacher becomes ill during the school day, he/she must notify Mr. Williamson prior to leaving the school premises so appropriate arrangements can be made and fill out form U.5 upon their return to work.

H.6.6 OTHER LEAVE (CIVIC RESPONSIBILITIES AND OTHERS): The District will grant other types of leave to an employee who is being asked to perform civic responsibilities or leave mandated because of an employee's membership in organizations deemed by the district to have a worthy social or educational value. The district will bear the initial expenses for leave mandated because of civic responsibilities, but will expect to be compensated should the employee receive compensation for performing the civic duty. The employee may use their personal leave for leave requests to perform responsibilities dictated by his/her membership in an organization or the district can be compensated at 1/185 of the teacher's salary.

H.6.7 DISTRICT RESTRICTIONS OF THE LEAVE POLICY: The District reserves the right to refuse a leave request should a faculty member not follow the leave

request procedure, abuse the District's leave policy or if the education process will be unduly disrupted by a faculty member's absence.

H.7 NEGOTIATED AGREEMENT: A copy of the entire negotiated agreement will not be included in this Faculty Handbook (see negotiated agreement--each teacher should receive a copy from the HEA). However, the administration and the teachers are legally bound by the dictates of the Negotiated Agreement. The superintendent's responsibility will be to enforce the intent of the negotiated agreement and to assign faculty members extra duty responsibilities.

H.8 INSURANCE BENEFITS: (health insurance, long term disability) See negotiated agreement.

HEALTH INSURANCE INFORMATION--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.

H.9 WORKMAN'S COMPENSATION/EMPLOYEE RESPONSIBILITIES: All regular employees of the school district are covered by Workman's Compensation laws of the State of Nebraska. 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 71)

H.10 OUTSIDE EMPLOYMENT (moonlighting): No faculty member or other 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 the contract of employment.

H.11 COMPENSATED AND NON-COMPENSATED AND/OR ASSIGNED EXTRA DUTIES: One of the essential conditions of employment by the District is a willingness on the part of each employee to perform the duties and tasks usually expected of a person occupying such a position. The particular duties and responsibilities will be assigned by the Superintendent and/or the Principal. The employee is expected to perform these assigned duties as a part of his/her employment whether such duties are compensated or uncompensated. If an employee feels that he/she is the victim of unreasonable demands, he/she may use the District's Grievance Procedure to resolve any complaints. Assignments shall in so far as possible provide for equitable and fair distribution of duties, except for personnel whose contract as basis of employment indicates a special work load. Faculty members will/may often be assigned duties where supervision of students is necessary. Such duties may be required before the student's regular day begins, during the regular school day and after the regular school day ends.

H.12 EMPLOYMENT OF HUSBAND AND WIFE: When Harvard Public School employs a husband and spouse it will pay the total premium for a family health and family dental package.

H.13 SHARING SPOUSE OR PARTIAL FTE EMPLOYEE WITH ANOTHER SCHOOL DISTRICT: When Harvard Public School employs a teacher whose spouse is employed by another school district, Harvard Public School will only pay single coverage or half of a family policy. When the district shares a partial FTE employee with another district, the salary and benefit package will be negotiated between the districts and employee.

## I. RELATIONS BETWEEN DISTRICT EMPLOYEES & OTHER PEOPLE:

I.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 and in a confidential environment-not for public display
- 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 unless children are being negatively affected, and in those situations, the total administrative team needs to be involved
- e. Fifth -- if informal discussions do not resolve the conflict, then a teacher is expected to contact the appropriate administrator or file a formal grievance if necessitated.

I.2 CLASSROOM MAINTENANCE/COOPERATION WITH MAINTENANCE STAFF: Teachers will need to cooperate with the custodians in the maintenance of their rooms or other areas of responsibilities. Teachers will be expected to share some of the room maintenance responsibilities with the custodian. These shared responsibilities should be agreed upon between each teacher and his/her respective custodian. Any areas of ambiguity will be decided by the administration.

I.3 STUDENT CLASSROOM ASSISTANTS (SCA's): Student classroom assistants may be assigned to teachers or contracted personnel through the counselor's office with approval administration or guidance counselor. No employee is to make a student a classroom assistant without first receiving administrative approval. The following guidelines must be adhered to by the teacher for the use of a student classroom assistant:

- a. The teacher is to make the student part of his/her regular lesson plans with specific work for the student to do each day. Once a student assistant is assigned to a teacher, the teacher has total responsibility for supervising the student on a daily basis. The student is not to leave the teacher's classroom for any reason that is not classroom related. Specifically the student is not to be allowed to a) go to his/her locker, b) wander the halls , **c)** use the telephone, d) go to the library and, e) meet and confer with other students (especially boy or girl friends).
- b. Students are not to be given responsibility for total supervision of other students. Student classroom assistants are never to mete out discipline to other students but are to accurately report student misconduct to the teacher in charge.
- c. Student classroom assistants must be held accountable for their dress and conduct by the classroom teacher.
- d. The classroom teacher is expected to train the SCA in the proper use of the district's copier machine in the multi-purpose room or any

other orientations the students will require.

- e. SCA's may do much of the bulletin board and duplicating work for a teacher, and/or a SCA may work with students who need special help.

SCA'S CREDITS EARNED: Upon successful completion of a student classroom assistant assignment, the student will receive five credits per semester and the teacher is to turn grades into the counselor each term. This grades count for honor roll.

**I.4 ADULT TEACHER AIDES—ASSIGNMENT OF AIDES--RESPONSIBILITY OF AIDES:** The responsibility for assigning teacher aides will be decided after consultation between the special education teacher, the English Language Learner teacher (ELL), the regular classroom teacher, the teacher aide and the respective principal. The final determination for assigning classroom aides shall rest with the principal. Generally teachers aides will perform the following tasks:

1. First with students or classes of greatest need determined by data research (test scores and demographics)
2. Second with supervision situations (playground, lunch duty supervision, special needs (detention or time out room, classroom for short term duration etc)
3. Third with administrators, guidance counselor, teachers etc who need specific assistance not including student supervision

I.4.1 AIDE SCHEDULES: All teacher aides will perform their duties according to an established work schedule that has been prepared by the special education teacher, the ELL teacher, the regular classroom teacher, and/or the principal. This schedule must be on file with the principal and any changes must have administrative approval.

I.4.2 SPECIAL EDUCATION/ENGLISH LANGUAGE LEARNER (ELL) ASSIGNMENTS: Generally, all teacher aides' duties must first relate to special education or ELL needs. Teachers aides are not to be assigned duties which do not relate directly to providing assistance to special need students unless administrative approval is granted.

I.4.3 CORRECTING CLASSROOM ASSIGNMENTS - TEACHER AND AIDE RESPONSIBILITIES: Generally teachers will be responsible for correcting and grading the assignments they give. The District's belief is that the teacher can use these tasks to evaluate a student's performance. Adult teacher aides should work with students with special needs. Student teacher aides should be assigned bulletin board and duplication tasks etc. Each individual teacher should confer with his/her respective principal and reach a specific understanding as to how particular situations will be handled that relate to correcting classroom assignments should ambiguities arise

**I.5 SPECIALIZED ASSISTANCE AND THE CLASSROOM TEACHER'S LESSON PLAN:** The classroom teacher will be expected to include all personal who are considered specialized assistance (SpEd teachers, Title I, ELL teacher or aides, teacher aides, etc) into the daily lesson plan. These people have been assigned to help students in an instructional capacity. They need to be actively not passively involved.

**I.6 SUBSTITUTE TEACHERS/SUBSTITUTE TEACHER PACKETS/SUBSTITUTE LESSON PLANS:** A substitute teacher will be hired to take the place of a teacher absent from duty. Each teacher is to have his/her substitute teacher packet and lesson plans constantly updated and easily accessible for the substitute. Teacher's lesson plans for substitutes need to reflect the fact that substitutes may have few if any preparation hours in a particular subject area. Substitute lesson plans must be well organized so the substitute can easily determine what the classroom teacher's expectations are for the day he/she will be absent.

I.6.1. SUBSTITUTE TEACHERS GIVEN COPY OF DISCIPLINARY EXPECTATIONS AND HARASSMENT/BULLYING POLICY. The district will make every attempt to give each new substitute teacher in the district a copy of the District's Disciplinary Expectations and Harassment/Bullying Policy.

I.7 GUIDANCE AND COUNSELING PROGRAM (preschool through age 21 as necessary): The Guidance Counselor at Harvard Public School will provide a myriad of services for both regular education and special education students and teachers. Meeting student and teacher needs to the extent that the Guidance Counselor is qualified is the top priority of the guidance program. PLEASE NOTE!! It is important for all employees, students and parents to understand that a guidance degree does not permit a counselor to involve himself in diagnosis or prescription of/for a problem a student/adult may be experiencing. Such actions by a person with a guidance degree could lead to liability problems for the district. Additional guidelines given below:

I.7.1 Career Guidance: the requirements of this program will be under the direct supervision of the Guidance Counselor.

I.7.2 Career Handbook: this requirement is the responsibility of the Guidance Counselor. The handbook is to be kept current.

I.7.3 Schedule creation/Maintenance/Student registration: these responsibilities will be shared between the Guidance Counselor and the Secondary Principal. Individual responsibilities will be established on a year-to-year basis.

I.7.4 Disciplinary issues: Disciplinary issues are expected to be handled by the classroom teacher and the respective Principal. They are not part of the job description for the Guidance Counselor at Harvard Public School.

I.7.5 Contacts with Law Enforcement and other Governmental Agencies: Contacts with these agencies will be the responsibilities of the District's Administrators.

I.8 TECHNOLOGY COORDINATOR (TC): The TC position is a part time position at Harvard Public School. There is no established FTE for this position in its relationship to the district's combined responsibilities as this aspect of the position will be determined by the Superintendent on a year-to-year basis. The main responsibilities attached to this program are, but not limited to, the following:

- a. Computer instruction shared with the Business Teacher.
- b. Development and maintenance of a District Technology Program, including, but not limited to: purchasing, repair, inventorying, computer assembly, paperwork associated with technology program, etc.
- c. Development and maintenance of Student Technology Assistance program
- d. Reporting abuse to the appropriate administration (staff- you are limited to 2 personal devices to be set up for access to the district wi-fi.

#### I.9 ACTIVITY DIRECTOR: ACTIVITY CALENDAR SCHEDULING AND PURCHASING

SUPPLIES: All employees must first see the activity director to confirm a calendar date for any activity or event he/she may wish to schedule. Then he/she must receive permission of the superintendent or principal for such activity or event. Following these two steps, the activity director may schedule the activity or event on the activity calendar in the main office. No employee is to personally schedule any activities or events on the calendar; only the activity director is to take this action.

NOTE!! Purchasing authority of the Activity Director: employees are not to expect the Activity Director to approve purchases. Only the Superintendent can approve district purchases (TALK WITH THE SUPERINTENDENT FIRST)

I.10 USE OF STUDENTS - PERSONAL USE 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.

I.11 PARENT/PATRON COMPLAINTS INVOLVING COACHES AND SPONSORS: Coaches and sponsors are not to engage with parents or patrons in person, via the telephone, e-mail or by letter when issues concerning games or practice strategies, playing time, discipline handed out, or any other concerns that arise from time to time within the school district's activity programs. All such complaints are to follow the guidelines of the district's Parent/Patron Complaint Policy and such complaints must be first directed to the Principal/AD who will arrange a meeting between the parties involved with the complaint (including any student participant should he/she be part of the complaint). Should an agreeable resolution not be reached between the parties involved, then the decision of the Principal/AD will be considered as the final resolution of the complaint.

## J. COMMUNITY RELATIONS & SITUATIONS INVOLVING THE SCHOOL DISTRICT

J.1 CHURCH NIGHT: Wednesday night is generally considered to be reserved for church activities involving students. No activities should be scheduled on Wednesdays unless special administrative approval is granted and areas ministers are consulted.

#### J.2 COMMUNICATIONS FROM OUTSIDE THE SCHOOL WITH STUDENTS/EMPLOYEES (1112)

J.2.1 SCHOOL DAY INTRUSIONS: Students and faculty of the school are to be protected from intrusions on their time during the school day by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the school. Posters, flyers, etc. must have prior approval by the administration. The superintendent of schools and the

principals are urged to interpret this policy strictly. Exceptions may be made however, when in their judgment, the best interests of the students will be served.

J.2.2 School News 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.

J.2.3 Media visiting School: any media personnel visiting the school, must first receive permission from the Administration before conducting interviews or requesting other forms of information.

J.2.4 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.

J.3 CITIZENS' ASSISTANCE TO SCHOOL PERSONNEL/SCHOOL DISTRICT (1240): The school staff should be active in locating and contacting people in many areas of interest to add a valuable resource to their curriculum plans. Staff members should contact their immediate administrator and make him/her aware of their plans before a local resource person is asked to attend. NOTE!!! If the resource person will discuss an area of possible controversy, the topic must be clearly explained in advance to the administrator. The staff member should develop a file of the resource person/s that he or she uses. An evaluation of the effectiveness of each contribution should be placed in the file. A letter of appreciation should always be sent to those members of the community who have contributed.

J.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.

J.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.

J.6 STUDENT CONDUCT AND DRESS WHILE PARTICIPATING WITH/FOR COMMUNITY ORGANIZATIONS ETC: Unless approved in advance, students will be expected to follow the district's adopted dress code while making public appearances. All students will follow the district's conduct code while appearing at public performances. Sponsors will be expected to communicate these requirements to their students. The sponsors are to report any violations of these regulations to the administration.

J.7 PUBLIC REQUESTS FOR STUDENT PARTICIPATION/ASSISTANCE DURING/AFTER REGULAR SCHOOL HOURS: Representatives of community organizations are to make arrangements through the superintendent or his/her designee for any pupils/groups whom they wish to have appear on any program as a school group. Unless unusual circumstances exist, this request shall be presented to the superintendent or his/her designee at least 5 school days before the activity. The school reserves the right to refuse permission if the request is not within

the 5 school day period, or if the request may cause interference with the regular school program.



J.8 USE OF STUDENTS - COMMUNITY ORGANIZATIONS OR DISTRIBUTION OF NON-SCHOOL MATERIALS (1140): The board of education believes that the use of Harvard students for community activities or for distributing non-school materials in the community should not be encouraged unless such participation is consistent with the educational purposes, programs and policies of the school. First considerations for the use of students will be given to organizations and/or requests etc which promote student activities such as at the PTO or citizen advisory committees. Provided:

1. The sponsor of the project has received approval from the administration.
2. The project or cause sponsored by a charitable organization has the approval of the administration
3. The project does not involve activities which are prohibited under federal, state or local ordinances
4. The student/s will not be required to be absent from school (special permission to be absent from school requires administrative approval).

J.9 USE OF STUDENTS - STUDENT PRODUCTION OF GOODS AND SERVICES (1140): Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students' educational development. Care must be exercised by the administration in interpreting this policy to avoid student exploitation.

#### J.10 VISITATION PROCEDURES

##### J.10.1 PARENTS/GUARDIANS OR OTHER APPROVED VISITORS

Parents are invited to visit school anytime after the second week of school and before the last two weeks of school. When visiting while classes are in session, parents are asked to limit visits to a maximum of one hour at a time. Parents wishing to discuss something with a teacher should make an appointment to do so before or after school.

*Visitors should first check in with the office before going to the classroom. In addition, parents are encouraged to contact the teacher prior to the visitation. Please secure a visitation slip from the office. This procedure is intended for the safety of your children.*

##### J.10.2 STUDENTS VISITING SCHOOL

STUDENTS VISITING SCHOOL (receive permission of the administration first)

1. Student requesting a visitor must receive permission from the administration and in some instances the classroom teacher.
2. Visitors may only be students registered in another School similar to ours.
3. Visitors may only visit during the lunch time unless approved by the administration.
4. Visitors must stay with the host student / class the entire time.
5. Visitors must stop in the office to pick up a pass before going to a classroom.

##### J.10.3 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. PUBLIC AND CIVIC RESPONSIBILITIES

### K.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. As a public employee, each is expected to, but not be limited to, the following:

1. Respond to requests for information about their duties and functions, when requests for information are made by citizens of the district and when the information requested is not of a private or confidential nature.
2. Receive communications from citizens and, if appropriate, refer the individual or the communication to the administration.
3. Maintain, in work and deed, respect for the rights of individuals as information of a confidential nature is known to the employee; such information should be released to other employees, news media, or citizens only on the basis of both "the right to know" and "the need to know."
4. Participate, as individuals and in school-sponsored projects, in activities designed to solicit information and suggestions from citizens of the district as a means of improving the educational programs of the school.
5. Become sufficiently well informed to explain the school's programs, its strengths as well as its problems and needs, to the community.
6. Exhibit high personal and professional standards of conduct at all times. One aspect of such conduct is the willingness to offer constructive criticism whenever justified.
7. Encourage citizen visits to the school and encourage the public to attend school and classroom events.
8. Realize that each employee has community relations responsibilities and an obligation to show the public that he/she is on the school team seeking better community relations.
9. Make a concerted effort to display at all time a pleasing personality, good grooming, patience, understanding, and intelligent decision making choices whenever coming into contact with the public.
10. Never display a carelessness or an abrasive manner when answering citizens' requests either on the telephone or in direct address as such behavior can arouse resentment against the school district.

K.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)

K.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.

## L. SAFETY AND SECURITY OF SCHOOL PREMISES

L.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)

L.2 FIRE DRILLS AND FIRE EXISTS, FIRE ALARMS (SEE ALSO CRISIS RESPONSE MANUAL: 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.

See attached Fire Drill map at the end of this document. <<Put in number>>

L.2.1 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.

L.3 TORNADO DRILLS (SEE EXHIBIT "A" PAGE 119 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.

L.3.1 A tornado plan of the school is designated as EXHIBIT "A" (PAGE 118).

L.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 be notified of emergency information, school closings, early dismissals and school event reminders via email, text messages or voice call.

In addition, weather related school closing information will also be called into the local media for broadcasting depending upon weather circumstances.

L.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 office.
5. Employees no longer employed by Harvard Public School are to return their keys to the 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.

L.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.

L.6 UNSUPERVISED STUDENTS IN SCHOOL BUILDING: 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.

L.6.1 Unsupervised students in the school building: Students who remain or who have entered the building at unsupervised times will/may be held accountable for their actions.

#### L.7 SCHOOL DISTRICT AUTHORITY TO SEARCH / USE 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. Individuals being found with illegal substances or objects at school may be prosecuted to the full extent of school policy and public law.

L.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.

L.9 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.

## M. TRANSPORTATION RESPONSIBILITIES

M.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 activity sponsor. If a student is not to return from a district activity on district transportation, notice needs to be submitted to the sponsor by a student's parent/guardian prior to returning home.

M.2 COACHES/ SPONSORS USE OF SCHOOL VEHICLES FOR STUDENT CLINICS/CAMPS DURING SUMMER MONTHS: At the June 13, 2005 board meeting, the Harvard Board of Education approved a motion allowing district vans to be used to transport students to camps and clinics during the summer month without students having to compensate the district.

M.3 SIGNING OUT SCHOOL VANS: All district personnel are to gain approval for using district vehicles and then sign them out using the appropriate form (Google Doc). All miles for school vehicles are to be recorded.

- A. Using Special Education Vans and removing child seats: Activity sponsors MUST receive permission before they take the Special Education van and remove the child seats.
- B. Scouting opponents: the district will allow available school vehicles to be used to scouting purposes, however, no compensation will be allowed for using a personal vehicle for scouting purposes.

M.4 CARE AND MAINTENANCE OF SCHOOL VEHICLES: Employees are to report any mechanical concerns with school vehicles to the Head Custodian or 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.

M.5 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.

M.6 STUDENT'S RESTRICTED FROM DRIVING SCHOOL VEHICLES: Employees are not to allow students to drive district vehicles without the approval of the Superintendent.

M.7 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.

## N. CURRICULUM AND CLASS RELATED ISSUES

N.1 CONTROVERSIAL ISSUES—PARENTAL INVOLVEMENT POLICY: District teachers are mandated to abide by the dictates of the Parental Involvement Policy (1201). Any time a teacher is faced with the possibility that an issue he/she is or will be discussing in the classroom is or could be considered controversial by today's standards, please contact the respective principal and receive the support of the principal before beginning the lesson. Also, find out from the administrator if prior parental notification is necessary.

N.2 ACADEMIC AND VOCATIONAL CURRICULUMS--AND THE WORLD OF WORK: Look for ways to connect you class curriculums and your students with the school or area community. Advertise what your class can offer to district patrons (Chirp or other methods)

- A. Have students develop independent contracts with patrons (especially technology skills)
- B. Develop alternative credit methods for independent study work.

The Harvard Public School District is making a strong commitment to preparing all of its students for their futures. This means preparing our students for their work world not a work world that no longer exists. The reality of life now is that the majority of students in American schools will no longer attend a four-year college and may not attend any type of post-secondary college. A school's curriculum is supposed to offer what students' present and future needs are and will be. Because of changing curriculum needs, academic and vocational teachers will be expected to work together with their subjects and explore new relationships between the school and the world of work. Applied learning activities need to become a regular part of all classes throughout the school.

The districts expects that a strong emphasis will be placed on reading, writing, and communications skills in both academic and vocational subjects. All teachers need to be able to answer the infamous question students ask: "Why is this important to me?". By connecting the subject matter the teacher is presenting to the students present and future world, the teacher will greatly improve the student's interest and the successful teaching of any objective. If effect, we will provide an answer to, "Why is this important to me."

N.2.1 ARTICULATION AGREEMENTS: Vocational teachers are urged to develop Articulation Agreements with Central Community College. See the Superintendent for forms or contact Central Community College in Grand Island for details.

Students who take course work which has been articulated with Central Community Colleges will be able to receive college credit while still in high school, and or, can have their degree requirement reduced once they enter college. School-to-Work and Tech Prep programs stress contextual learning for students. Central Community Colleges require that courses which receive college credit be taught in a contextual environment.

N.3 ACADEMIC AND NON-ACADEMIC CLASSES, HONOR ROLLS, GRADE VALUES AND OTHER STUDENT ACADEMIC ISSUE (SEE STUDENT HANDBOOKS:

## 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: See district policy 1312.2 and 4118.1111 for specific details. 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

- A. Parents should leave name, address, and phone number of a cooperating relative or friend in case of emergency. This person would be easily reached and know the parent is using that name.

(EMERGENCY CONTACT--one page flyer contained at the back of student handbook)

- B. Parents will be required to leave name, address, and phone number of the child's doctor in case of extreme emergency and parents cannot be located.
- C. Parents should leave their employment phone number with the school.
- D. Ill children will not be sent home alone. It is the parent's responsibility to assume the care for their child and to make arrangements for such care. If a parent cannot be reached at home or work, the person whose name appears on the emergency information slip furnished previously to parents will be contacted to assume responsibility.
- f. If a parent is not available and immediate medical attention is required, the child will be taken to the child's doctor or associate, if the child's doctor is not immediately available. The City Emergency Unit will be called upon by request of parent and/or school personnel in situations such as fractures, dislocations, etc. If the situation is a matter of life or death, the unit will be called immediately and then the parent will be notified.

### P.2 CRITERIA FOR DISPENSING MEDICATION TO STUDENTS: (one page flyer contained at the back of student handbook)

1. Parents will need to complete and sign the "Guidelines for Dispensing Medications" sheet on each child.
2. All medications given by the main office will need to have the original medication bottle labeled as follows:
  - A) Student's name
  - B) Name of medication
  - C) Dosage
  - D) Time/s to be administered
  - E) All prescription medications will need to be accompanied by physician order and a parental permission slip to dispense the medication. Secondary students are to leave medication upon arrival at school with the main office. The main office will dispense non-aspirin only to those students with parental consent.
  - F) Tylenol will be given only to those students with parental consent

### P.3 LIFE THREATENING CONTAGIOUS DISEASES:

Any student or employee may be excluded, including but not limited to HIV/ARC/AIDS cases, from school if they have a dangerous communicable disease and pose an imminent threat to the health and safety of the school community.

#### P.4 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. the District Court for an order to mandate such testing.

P.4.1 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.5 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. Page \_\_\_

#### P.6 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.7 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.8 Reporting Employee Injuries: (see Handbook Item H.9)



P.9 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. STUDENT DUE PROCESS/CORPORAL PUNISHMENT  
LOCAL PARENTIS/STUDENTS RIGHTS AND  
RESPONSIBILITIES (SEE STUDENT HANDBOOKS)

Q.1 TEACHERS ARE ACCOUNTABLE FOR SITUATIONS INVOLVING DISTRICT PERSONNEL AS IT RELATES TO STUDENT DUE PROCESS, CORPORAL PUNISHMENT, LOCAL PARENTIS AND STUDENTS' RIGHTS AND RESPONSIBILITIES.

R. ATTENDANCE/ABSENCES/TARDINESS (SEE ELEMENTARY  
OR SECONDARY HANDBOOK)

R.1 TEACHERS ARE ACCOUNTABLE FOR "TEACHER RESPONSIBILITIES" IN STUDENT HANDBOOK GUIDELINES RELATING TO ATTENDANCE, ABSENCES AND TARDINESS.

S. STUDENT CONDUCT, DISCIPLINE, ACTIVITIES AND  
ORGANIZATIONS (SEE ELEMENTARY OR SECONDARY  
HANDBOOKS)

S.1 TEACHERS ARE ACCOUNTABLE FOR "TEACHER RESPONSIBILITIES" IN STUDENT HANDBOOK GUIDELINES RELATING TO STUDENT CONDUCT, DISCIPLINE, ACTIVITIES AND ORGANIZATIONS.

S.2 TEACHERS ARE MANDATED TO HOLD STUDENTS ACCOUNTABLE IN ALL SCHOOL ENVIRONMENTS FOR ALL ASPECTS OF THE DISTRICTS HARASSMENT/BULLYING POLICY AND THE SIMPLE/SERIOUS VERBAL AND PHYSICAL ASSAULT GUIDELINES.

T. TEACHER EVALUATION AND SUPERVISION MANUAL  
PROVIDED BY THE ADMINISTRATION

U. FORMS FOR TEACHER USAGE (pages 54-66)

- U1. REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE FORM (54)
- U2. PARENTAL PERMISSION FORM (55)
- U3. FIELD TRIP REQUEST FORM (56)
- U4. PREARRANGED LEAVE REQUEST FORM (57)
- U5. ABSENCE FROM DUTY WHEN NOT PREARRANGED/ABSENCE DURING  
THE SCHOOL DAY (58)
- U6. PURCHASE ORDER FORM (59)
- U7. ACCIDENT REPORTING FORM (60)
- U8. REPORT OF MULTI-CULTURAL EDUCATION PROGRAM EVENT TO  
ADMINISTRATOR BY CERTIFIED STAFF MEMBER (61)
- V. PROFESSIONAL GROWTH POLICY (62)
- V1. PROFESSIONAL GROWTH: SALARY SCHEDULE ADJUSTMENT GUIDELINES (63)
- V2. SALARY SCHEDULE ADJUSTMENT REQUEST FORM (64)
- V3. PROFESSIONAL GROWTH:REQUESTING APPROVAL OF PROFESSIONAL GROWTH  
CREDITS (65)
- V4. PROFESSIONAL GROWTH: MAINTENANCE OF PROFESSIONAL GROWTH  
RECORDS (66)

U.1 2021-22 REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE FORM

(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 \_\_\_\_\_

U.2 PARENTAL PERMISSION FORM 2021-22

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 \_\_\_\_\_

U.3 FIELD TRIP REQUEST FORM School year 2021-22

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 \_\_\_\_\_

Have Faculty Substitute Confirmation Forms Been Turned in? Yes \_\_\_\_\_ No \_\_\_\_\_

Will Parental Permission Slips Be Sent Home? Yes \_\_\_\_\_ No \_\_\_\_\_

TRANSPORTATION CONTACTS: IT IS THE RESPONSIBILITY OF THE SPONSOR OF THE ACTIVITY TO CONTACT THE ACTIVITY DIRECTOR TO INSURE THAT TRANSPORTATION WILL BE AVAILABLE ON THE DAY OF THE ACTIVITY.

AD'S APPROVAL OF TRANSPORTATION \_\_\_\_\_ DRIVER APPROVED \_\_\_\_\_

U.4 PREARRANGED LEAVE REQUEST FORM 2021-22 SCHOOL YEAR

FOR 2021-22: MR. WILLIAMSON WILL BE THE FIRST CONTACT FOR FINDING ALL SUBSTITUTE TEACHERS PRESCHOOL THROUGH GRADE 12.

This form is to be filled out anytime a teacher knows in advance that he/she will be requesting permission to be absent from his/her regularly assigned teaching duties for any purposes listed below. Filling out this form is a professional responsibility.

**DISTRICT REFUSAL OF LEAVE REQUEST:** The District reserves the right to refuse a leave request should a faculty member not follow the leave request procedure, abuse the district's leave policy or if the education process would be unduly disrupted by a faculty member's absence.

TEACHER'S NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

DATE /S SUB NEEDED \_\_\_\_\_

TEACHER INFORMATION: On this date/s I will miss the following classes and/or activities:

Periods \_\_\_\_\_ Through \_\_\_\_\_ (secondary)

Time frame \_\_\_\_\_ to \_\_\_\_\_ (elementary)

Activities Missed \_\_\_\_\_

Other Concerns Principals may need to relay to the Substitute: (put on back side)

**TYPES OF LEAVES REQUESTED:**

A. PERSONAL LEAVE/S REQUEST: (2 Days each year accumulate to 4) \_\_\_\_\_  
(must be requested 5 days in advance unless an emergency exists)

Personal days on file at time of this Request. \_\_\_\_\_ Bookkeeper's Initials \_\_\_\_\_

On what date/s did you last use a personal leave? \_\_\_\_\_

B. PROFESSIONAL LEAVE REQUEST: (1 Day Each Year) \_\_\_\_\_

C. MEDICAL LEAVE REQUEST: (per negotiated agreement) \_\_\_\_\_

Sick days on file at time of this Request. \_\_\_\_\_ Bookkeeper's Initials \_\_\_\_\_

D. BEREAVEMENT LEAVE REQUEST: (5 Days/1 Day as arranged) \_\_\_\_\_  
(included as sick leave--see negotiated agreement)

Bereavement days on file at time of this Request. \_\_\_ Bookkeeper's Initials \_\_\_

On what date/s did you last use a bereavement leave/s? \_\_\_\_\_

E. SCHOOL ACTIVITY LEAVE OR DISTRICT STAFF DEVELOPMENT LEAVE \_\_\_\_\_

SCHOOL VEHICLE NEEDED? IN YES, PUT REQUEST ON LIST IN MAIN OFFICE AND RECORD ROUND TRIP MILEAGE

FOR ADMINISTRATOR USE ONLY SUBSTITUTE TEACHER CONFIRMED \_\_\_\_\_

Mr. Williamson's Signature \_\_\_\_\_ Date \_\_\_\_\_

U.5 ABSENCE FROM DUTY WHEN NOT PREARRANGED/ABSENCE DURING THE SCHOOL DAY  
2021-22 School Year (duplicate this form--leave in manual)

NOTE!! CALL MR. WILLIAMSON FOR A SUBSTITUTE TEACHER: 402-984-4371

This form is to be used by a teacher each time he/she is absent from his/her teaching duties because of absence that is not prearranged or when he/she leaves school during the school day. The teacher is to fill this form out and present it to Mr. Williamson by the end of the day that he/she returns to work. MR. WILLIAMSON WILL GIVE A DUPLICATE COPY OF THIS FORM TO THE DISTRICT BOOKKEEPER. It is the teacher's responsibility to see that this form is turned in and filed with the Principal.

Name of Employee \_\_\_\_\_

A. Absence after calling Mr. Williamson in the morning or prior evening:

Date/s of Employee's Absence	Type of Absence (illness, emergency)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

C. Absences that occur during school day after the teacher arrives:

Date _____	Periods _____	to _____	Type of Absence _____
Date _____	Periods _____	to _____	Type of Absence _____
Date _____	Periods _____	to _____	Type of Absence _____
Date _____	Periods _____	to _____	Type of Absence _____
Date _____	Periods _____	to _____	Type of Absence _____

Mr. Williamson's Signature Confirming Date/s of absence: \_\_\_\_\_

Date of Confirmation \_\_\_\_\_



BOARD OF EDUCATION  
 BOX 100  
 HARVARD, NE. 68944  
 (402) 772-2171 or fax (402) 772-2204  
 MICHAEL DERR, SUPERINTENDENT

SALES TAX EXEMPT NUMBER: 05-0656577

PURCHASE FROM: \_\_\_\_\_ ORDER NUMBER: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE ORDERED: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ DATE TO SHIP: \_\_\_\_\_

FAX NO. \_\_\_\_\_ SHIP VIA: \_\_\_\_\_

SHIP AND BILL TO: HARVARD PUBLIC SCHOOL ORDERED BY: \_\_\_\_\_  
 506 EAST NORTH STREET  
 BOX 100 CLASS, ORGANIZATION  
 HARVARD, NE 68944 OR DEPARTMENT \_\_\_\_\_

\*\*\*\*\*

QUANTITY	CAT#	DESCRIPTION (TEXT/SUPPLY/EQUIP)	UNIT PRICE	TOTAL PRICE
=====	=====	=====	=====	=====

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL PRICE-----

=====

OFFICE USE ONLY:

FUND: GENERAL/SINKING/ACTIVITY) (SUPERINTENDENT'S SIGNATURE)

EXPENDITURE CODE

(DATE)

U.7 ACCIDENT REPORTING FORM 2021-22 SCHOOL YEAR

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)

U.8 REPORT OF MULTI-CULTURAL EDUCATION PROGRAM EVENT TO ADMINISTRATOR BY CERTIFIED STAFF MEMBER EXHIBIT "A"

During the \_\_\_\_\_ semester of the 2021-22 school year, the undersigned staff member incorporated the following multi-cultural educational occurrence into a core curriculum course. The particulars are as follows:

1. Date/s of occurrence/s: \_\_\_\_\_  
\_\_\_\_\_

2. Nature of occurrence:

a. Unit being taught at time of multi-cultural occurrence; (include goal and/or objective of unit if feasible)

b. Directions given to student to incorporate multi-cultural activities into the unit of instruction.

c. Specific assignments or activities students completed showing how multi-cultural instruction was included.

d. Were any outside resources used to enhance the assignments? (speakers, media items, others)

## V. PROFESSIONAL GROWTH POLICY (4131)

The sole purpose of this policy is to enable certified staff members meet provisions of Nebraska Revised Statute LB259, Section 7.

All permanent certified staff members of the district shall give evidence of six units of professional growth every six years of employment.

One unit is defined as:

- (a) One semester hour of approved and verified credit from an accredited college;
- (b) An accumulation of 12 clock hours of approved and verified involvement in workshops, classes, training sessions, tours, or lectures sponsored by a school district, college, service unit, university or professional organization.

Regulation #1:

Advancements on the salary schedule is limited to 9 (nine) semester hours approved and verified from an accredited college.

Regulation #2:

Prior written approval by the Superintendent is required for any activity except college credit to count towards professional growth units. Verification by the Superintendent is required for any activity to count toward professional growth units.

Regulation #3:

Note!! Section "b" of policy 4131 has been determined by the District to exclude activities sponsored by or financed by the Harvard Public School District. A teacher shall be responsible for all expenses associated with their individual professional growth requirements with the exception of the District's obligation to hire a substitute teacher for the one day Professional Growth Leave allowed each teacher.

Regulation #4:

Each teacher is responsible for maintaining his/her Professional Growth credits on file with the Superintendent. At the beginning of each school year during inservice workshop days, each teacher should verify his/her professional growth credits.

Regulation #5:

The District will consider granting a Professional Growth credit waiver for activities not specifically indicated under section "b" above should any ambiguity arise with this policy. However, any teacher seeking such a waiver should clarify his/her reasoning with the Superintendent and receive prior approval.

Policy Adopted: March 14, 1983

## V.1. PROFESSIONAL GROWTH: 2021-22 SALARY SCHEDULE ADJUSTMENT GUIDELINES

The Superintendent will use the following guidelines/information to determine if a teacher's request for salary schedule adjustment presented with Form V.1.1 qualifies for horizontal movement on the BA 54 schedule

### BA 54 HORIZONTAL SALARY SCHEDULE ADVANCEMENT:

- **APPROVED CREDITS:** The BA 54 salary schedule is designed to allow horizontal movement to Harvard Public School teachers who do not desire to pursue a Master's Degree in their instructional field. The purpose of this schedule is to reward teachers for taking additional coursework or training to improve their instructional abilities in their assigned teaching field or activity supervision areas they are performing for Harvard Public School. Instructional credits earned on the BA54 schedule must specifically pertain to the teacher's assigned responsibilities and must have received prior approval of the Superintendent by the June board meeting. A specific form (V.2 in this manual) requesting approval of a particular course or training is included within the Faculty Handbook. The request form must be completed in its entirety and accompanied with a syllabus of the course provided by the college or a description of the training provided by the presenter. Each request presented to the Superintendent will be reviewed on a case-by-case basis before approval is granted.
- **EXPENSES:** All expenses associated with receiving BA 54 credits must be paid by the employee unless special arrangements are made with the Board of Education.
- **GRADUATE CREDITS:** In addition, these credits are to be graduate course credits unless specific undergraduate course credits are deemed to be of special value to Harvard Public School and its students.
- **LIMITED ADVANCEMENT:** Teachers are limited to three horizontal column advancements per two consecutive years.
- **APPROVED MASTER'S DEGREE CREDITS:** If a teacher is accepted into a Masters Degree field of study approved by Harvard Public School Board of Education at a public meeting all coursework completed by the teacher in that field of study will count towards horizontal advancement with the following exception: All coursework (especially including online credits) must be earned from an accredited college approved by the Superintendent.
- **IMPROVEMENT OF INSTRUCTION CREDITS:** Horizontal movement may be granted for certain courses or trainings designed to help all teachers improve their instructional abilities for Harvard Public School. Examples include, but not limited to, the following: 1) improvement of instruction classes, 2) basic Spanish instruction, 3) classroom management trainings, 4) technology trainings designed to improvement instruction 5) Masters Degree electives with a direct connections to a teacher's assigned responsibilities, and 6) others
- **UNAPPROVED CREDITS:** Course work which will allow a teacher to receive a Master's Degree or another endorsement in an instructional area not associated with assigned duties at Harvard Public School will not be allowed towards horizontal movement on the BA 54 schedule unless special arrangements are made with the Board of Education.
- **OTHER SALARY SCHEDULE INFORMATION (VERTICAL/HORIZONTAL MOVEMENT)** See Negotiated Agreement
- **APPEAL OF SUPERINTENDENT'S DECISION:** If a teacher disagrees with the Superintendent's decision for allowing credits, he/she should ask for a meeting with the Board of Education's School Personnel Committee. This Committee will hear the teacher's appeal and render a decision or submit the

teacher's request as an agenda item for full board discussions and a decision

V.2 PROFESSIONAL GROWTH: 2021-22 SALARY SCHEDULE ADJUSTMENT REQUEST FORM

This form is to be used when a certified teacher is seeking Superintendent approval for horizontal salary schedule advancement for a college credit course or a District approved training. NOTE!! SEE THE NEGOTIATED AGREEMENT FOR DETAILS. ALL REQUESTS MUST BE APPROVED BY THE REGULAR JUNE BOARD MEETING.

Requestor \_\_\_\_\_ Date of Request \_\_\_\_\_

Present Teaching Assignments \_\_\_\_\_

Extra Duty Assignments \_\_\_\_\_

Graduate Major/s \_\_\_\_\_ Other Endorsements \_\_\_\_\_

Are you taking this coursework as a District request? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain \_\_\_\_\_

NECESSARY INFORMATION: Please provide the following with your request: 1) course syllabus, 2) How/where teacher will apply "newly gained knowledge" for HPS (be specific) 3) Present Degree/Index and Projected Degree/Index after completion

1) COURSE NAME/NO. \_\_\_\_\_ GRADUATE HOURS \_\_\_\_ COLLEGE/PRESENTER \_\_\_\_\_ DATES \_\_\_\_\_

How/Where applied? \_\_\_\_\_

2) COURSE NAME/NO. \_\_\_\_\_ GRADUATE HOURS \_\_\_\_ COLLEGE/PRESENTER \_\_\_\_\_ DATES \_\_\_\_\_

How/Where applied? \_\_\_\_\_

3) COURSE NAME/NO. \_\_\_\_\_ GRADUATE HOURS \_\_\_\_ COLLEGE/PRESENTER \_\_\_\_\_ DATES \_\_\_\_\_

How/Where applied? \_\_\_\_\_

3) PRESENT DEGREE/INDEX \_\_\_\_\_ / \_\_\_\_\_ PROJECTED DEGREE/INDEX \_\_\_\_\_ / \_\_\_\_\_

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

Superintendent's Response: Approves \_\_\_\_\_ Approves in Part \_\_\_\_\_ Rejects \_\_\_\_\_

Explanation if Needed \_\_\_\_\_

---

Superintendent's Signature Confirms Approval of Request and Salary Step and Index

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_



V.3 PROFESSIONAL GROWTH: 2021-22 REQUESTING APPROVAL OF PROFESSIONAL GROWTH CREDITS

This form is to be completed and presented to the District Superintendent for approval before a faculty member enrolls in a class or completes an activity that he/she intends to use for Professional Growth.

NOTE!! all tenured teachers must be able to document six (6) hours of professional growth every six (6) years to remain a certified teacher in Nebraska. PLEASE REFER TO THE PROFESSIONAL POLICY ADOPTED BY THE DISTRICT FOR MORE DETAILS.

REMINDER CONCERNING DISTRICT EXPENSES AND PROFESSIONAL GROWTH!! Faculty members are reminded that they are to request and use their one (1) Professional Growth Leave Day in order to receive Professional Growth Credit. The District will provide a substitute teacher for an approved Professional Growth activity, however no other district expenses will be incurred. Staff Development activities presented by the district cannot be used for Professional Growth Credits unless approved by the district.

Name of Requestor \_\_\_\_\_ Date of Request \_\_\_\_\_

Request for College Credit Approval:

Course Title and Number: \_\_\_\_\_ Semester Hours \_\_\_\_\_

Graduate or

Undergraduate Credit: \_\_\_\_\_ Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Will This Class Be Applied to the Salary Schedule? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Has This Course Received District Approval? Yes \_\_\_\_\_ No \_\_\_\_\_

Request for Other Activity Approval:

Description of the Activity \_\_\_\_\_

Date/s of the Activity: From \_\_\_\_\_ To \_\_\_\_\_ Time: \_\_\_\_\_

Activity Sponsored By: \_\_\_\_\_

Number of Credits Requested: \_\_\_\_\_ (see Professional Growth Policy)

\*\*\*\*\*

TO BE COMPLETED BY THE SUPERINTENDENT PRIOR TO COMMENCEMENT OF PROFESSIONAL GROWTH  
PROFESSIONAL GROWTH CREDITS ON FILE MUST BE VERIFIED EACH TIME NEW GROWTH IS REQUESTED

Professional Growth Credits Now on File \_\_\_\_\_

Beginning and Ending Years for Professional Growth Renewal: \_\_\_\_\_ to \_\_\_\_\_  
(year) (year)

Professional Growth is Approved \_\_\_\_\_ Professional Growth Not Approved \_\_\_\_\_

If No, Explain \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

TO BE COMPLETED BY THE TEACHER UPON COMPLETION OF PROFESSIONAL GROWTH AND A COPY GIVEN TO THE DISTRICT SUPERINTENDENT

Date of Completion \_\_\_\_\_ Credits \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_

V.4 PROFESSIONAL GROWTH: MAINTENANCE OF PROFESSIONAL GROWTH RECORDS  
 (duplicate as needed for extra copies)

This form is part of the faculty handbook, but is to be used to update each certified teachers professional growth. This record will be used for both tenured and non-tenured teachers. By the last day of August, each faculty member is to update this form and return it to the superintendent to be placed in his/her file. It will be used to record and maintain professional growth credits for tenured teachers, and for salary schedule movement for all teachers.

TEACHER'S NAME \_\_\_\_\_ PRESENT SCHOOL YEAR: 2021-22

MONTH/YEAR TENURED AT HPS: \_\_\_\_\_

PROFESSIONAL GROWTH CYCLE: Beginning: September/Year \_\_\_\_\_

Ending: August/year \_\_\_\_\_

PROFESSIONAL GROWTH FOR TENURED TEACHERS: The district's Professional Growth (PG) Policy requires that a tenured teacher obtain six (6) professional growth credits every six years beginning with his/her first year as a tenured teacher. The professional growth credits must receive prior approval of the superintendent and the growth credits allotted must follow the guidelines of the PG policy , or be negotiated between the teacher and the superintendent, should any growth credits not be clearly defined by the policy. The teacher is responsible for maintaining his/her PG file which is located in the superintendent's office. Teachers must bear all the expenses associated with acquiring PG credits unless given approved allowances by the district.

COLLEGE CREDIT COURSEWORK FOR TENURED AND/OR NON-TENURED TEACHERS: College credit course work may be used by a tenured teacher as both PG and salary schedule movement, but it may be used by non-tenured teachers for salary schedule movement only. All college course work must have the approval of the superintendent before the June board meeting. PLEASE RECORD ONLY COLLEGE COURSE WORK WHICH WILL BE USED FOR YOUR NEXT PROFESSIONAL GROWTH CYCLE OR SALARY SCHEDULE MOVEMENT (NOT PAST CREDITS THAT HAVE ALREADY BEEN COUNTED)

NAME OF COURSE WORK OR PG ACTIVITY	DATE COMPLETED	MONTH&YEAR THIS CYCLE	PG CREDITS EARNED
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____
_____	____/____/____	____/____	____

---

---

## W. ASSORTED POLICIES

PROFESSIONAL GROWTH POLICY (SEE V) (62-66)

W1. EQUAL ACCESS-STUDENT MEETINGS (1332) (68)

W2. REDUCTION IN FORCE POLICY (RIF) (4117.3) (69)

W3. SMOKING IN SCHOOL FACILITIES/SCHOOL VEHICLES (4118.231) (70)

W4. MULTI-CULTURAL EDUCATION PROGRAM POLICY (6141.31) (71-73)

W5. GRIEVANCE PROCEDURE (4118.111) (74-75)

W6. PARENTAL INVOLVEMENT POLICY (1201) (76)

W7. LOCAL PURCHASING POLICY AND REGULATIONS (3313.1) (77)

W8. STUDENT FEE POLICY (SEE STUDENT HANDBOOKS)

W9. STUDENT DISCIPLINARY POLICY (SEE STUDENT HANDBOOK)

W10. POLICY PERTAINING TO EXPULSION (SEE STUDENT HANDBOOK)

W11. EXCESSIVE ABSENTEEISM (SEE STUDENT HANDBOOK)

W12. HARASSMENT/BULLYING POLICY (SEE STUDENT HANDBOOKS)

W13. SEPARATION INCENTIVE POLICY (RETIREMENT) (SEE SUPERINTENDENT)

W14. MILITARY AND FAMILY MILITARY LEAVE POLICY (SEE SUPERINTENDENT)

W15. HIGH ABILITY LEARNER COMPREHENSIVE PLAN (SEE STUDENT HANDBOOK)

W16. SEXUAL HARASSMENT POLICY (5145.9) (78-85)

W17. DRUGS, TOBACCO, & ALCOHOL POLICY (ADULTS) 4118.23 (86-88)

W18. INTERNET ACCEPTABLE USAGE POLICY (6177.1) (89)

W19. CRIMINAL BACKGROUND CHECK POLICY/INFORMATION RELEASE FORM

W20. HARVARD DRIVER CERTIFICATION FORM

X. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) (90)

(Blue Cross/Blue Shield changes for Omission of Students or Retirement purposes (see Bookkeeper for information))

Y. CRISIS RESPONSE/SAFETY MANUAL (91-104)

A. PURPOSE/OBJECTIVES/SCHOOL SAFETY TEAM (92)

B. EXTERNAL REVIEW OF THE SAFETY AND SECURITY PLAN (94)

C. FIRE DRILL PROCEDURE (94)

D. TORNADO EMERGENCY AND BLIZZARD EMERGENCY (95)

E. EVACUATION/ALTERNATIVE SCHOOL LOCATIONS (96)

F. POTENTIAL SUICIDE CHECKLIST/INTERVENTION PLAN/FOLLOW UP (97)

G. REPORT OF SUICIDE RISK (98)

H. INTRUDER IN BUILDING AND HOSTAGE SITUATION (99)

I. ABDUCTION OF STUDENT AND MEDICAL EMERGENCY (100)

J. BASIC FIRST AID PRIORITIES AND CHEMICAL SPILL/TOXIC FUMES (101)

K. BOMB THREAT (96) BOMB THREAT PROCEDURES (102-104)

L. FACTORS TO CONSIDER BY SEARCHERS (104)

M. CHRIS RESPONSE TEAM PLAN (105-109)

N. GENERAL DISTRICT GUIDELINES (110) SEE STUDENT HANDBOOK

W.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.

## W.2 REDUCTION IN FORCE POLICY (RIF) (4117.3)

Reduction in certification staff which may be required due to decreasing enrollments, changes in financial support, changing educational programs, or other factors, will be accomplished, whenever possible, through the normal processes of resignations, retirement and other normal methods of attrition of staff.

This policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time or which deal with any other reductions in force which result in the termination or amendment of employment position.

In the event that it becomes apparent that the necessary staff reduction may not be accomplished through the normal attrition process, the Superintendent will recommend to the Board of Education the names of those individuals to be terminated under the reduction-in-force provisions of the continuing contract law. Dates of notification shall correspond with those of the continuing contract law.

1. The school district will attempt to accomplish necessary staff reduction through the process of normal attrition
2. Total academic preparation will be considered in terms of major and minor fields, endorsement, additional graduate preparation, and other special qualifications and special training.
3. Written formal performance evaluations from class visitations by the administration will be considered.
4. Consideration will be given to the flexibility of the teacher in terms of being qualified to teach in more than one area, or able to do both teaching and administrative duties, and their contribution to the extra-curricular activities program.
5. When individuals are equally qualified under the criteria listed above, length of uninterrupted service in the Harvard School District will be the sole determining factor.

Those employees who have been terminated through a reduction in force shall be considered as "released with honor" and shall be eligible for re-employment with the District for a period of two years following the date of termination when vacancies occur for which they are qualified. At re-employment, the employee shall resume the position of the salary schedule or range that is indicated by his/her experience and training, except that the length of time represented by the break in service shall not be included as service with the district.

Certified staff members who are notified that they are being considered for termination shall be given an opportunity for a hearing with the Board of Education prior to the time that final action is taken.

### W.3 SMOKING IN SCHOOL FACILITIES OR SCHOOL VEHICLES (4118.231)

Effective August 12, 2013 smoking shall be prohibited in Harvard Public School District buildings, on school ground 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.

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: August 12, 2013 Harvard Public Schools

#### W.4 MULTI-CULTURAL EDUCATION PROGRAM POLICY (6141.31)

(page 1 of 4)

It shall be the policy of Harvard Public School District No. 11, in compliance with 79-4230 R. R. S. 1943, 92 NAC 16, and 79-213 R.R. S., to comply with such legal authority by way of the following policy:

- (1) Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalties of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

- (2) Development of district program goals.

It shall be the duty of the Superintendent or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

The Superintendent shall annually, beginning on November 1, 1995, present evidence to the Board of Education that the district is teaching multi-cultural education as provided by this policy. On a yearly basis on or before the November board meeting the Superintendent shall further present evidence in a form approved by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. The Superintendent shall receive staff reports of multi-cultural occurrences from the certified teaching staff on a form as adopted by this policy. (Exhibit "A") (Page 71)

The Superintendent shall periodically, as deemed appropriate by the Superintendent, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

POLICY 6131.41 CONTINUED

Periodically the Superintendent shall designee a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent with rendering to the Superintendent reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy.

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the Multi-Cultural Education Plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the Multi-Cultural Education Plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent from seeking out such representatives, if in his/her sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the Multi-Cultural Education Plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

Policy Adopted: August 8, 1994

Harvard Public School



W.4.1 COVER SHEET PURSUANT TO 92 NAC 16, 003.02B

Comes now the undersigned authorized representative of the Board of Education of Clay County School District No. 11, also known as Harvard Public School, and herewith by this Cover Sheet and pursuant to 92 NAC 16, 003.02B, assures the appropriate personnel of the Nebraska Department of Education that the above-said school district is in compliance with 92 NAC 16, by and through the attached Multi-Cultural Education Program Policy.

Mike Nierman  
(BOARD PRESIDENT)

POLICY APPROVAL

Approval of this policy, which occurred on the 8th day of August, 1994, shall be deemed to be approval by the district. It is the intent of the Board of education upon the adoption of this plan that the Superintendent of Schools shall submit to the Nebraska Department of Education a copy of this policy, creating a Multi-Cultural Education Program. Such submission will occur on or before November 1, 1994

W.5 GRIEVANCE PROCEDURE (pertains only to teacher initiated Grievances, not to administrative initiated meetings with District Teachers)

The Purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise concerning the interpretations, application, or meaning of the terms and conditions of employment in this school district. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the district's employees.

A. Definitions

Grievance: Any claim or claims by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretation, or misapplication of any District policies covering terms and conditions of employment including but not limited to, the terms of this agreement.

Grievant: Teacher, group of teachers, or the Association making the claim as provided in the paragraph above.

Time Limits: All time limits herein shall consist of teacher working days except when a grievance is submitted after the end of the school year; the time limits shall consist of all week days Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the Board or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.

Grievance Meetings of Hearings: All meetings and hearings under this procedure up to and including Step 2 shall be conducted in private and shall include only the administration's representatives, the grievant and the grievant's designated representatives. If the grievant chooses to not have a representative assist them, the Association shall have the right to be present as provided in Section B of this procedure. All parties shall have the right to record the proceedings of any hearing or meeting at all formal levels of the grievance procedure. Hearings before the board shall be closed, at the discretion of the grievant.

B. Association Representation

A grievant shall have the right to have Association representatives present to represent the grievant at each level of the grievance procedure. Where a grievant chooses to not have a representative assist them, the Association, at its discretion may have representatives present for any meetings, appeals or other proceedings relating to a grievance which has been formally presented. Nothing herein shall be construed as limiting the right of any teacher to discuss their grievance informally with their immediate supervisor and having the grievance adjusted informally.

The Association shall be notified in writing of the issues and the settlement before any settlement becomes effective. The settlement shall not be inconsistent with the terms of the Negotiated Agreement.

C. Reprisals

No reprisals of any kind shall be taken against any employee who utilizes this grievance procedure.

D. Withdrawal of a Grievance

An employee may withdraw their grievance at any level of the procedure without fear of reprisal from any party. Where the Association feels that the issues involved should be resolved, the Association may assume the grievance at the point discontinued by the individual and proceed through the remainder of the procedure.

E. Advanced Step Filing

The grievance shall be initially filed at the level where the decision resulting in the grievance was made.

F. The Procedure

Informal Resolution. The parties believe that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. When requested by the teacher, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

Step 1. The grievant shall present the grievance in writing to the employee's principal. A hearing shall be held within three (3) working days. Within two (2) days of the hearing, the principal shall provide a written answer to the grievance.

Step 2. If not resolved at Step 1, the grievant may appeal the decision to the Superintendent. The Superintendent shall arrange for a hearing with the grievant within five (5) days of receipt of the appeal. Each party shall have the right to call such witnesses as deemed necessary to develop the facts pertinent to the grievance. The Superintendent will have four (4) days from the date of the hearing to provide the grievant and the Association a written decision.

Step 3. If the grievance is not resolved at Step 2, the grievant may appeal the grievance in writing to the Board president. Within ten (10) days from the date the appeal is received, the Board President shall schedule a hearing on the grievance before the Board of Education: The hearing shall be held not later than thirty (30) days from receipt of the appeal. Each party shall have the right to call such witnesses, as it deems necessary to develop facts pertinent to the grievance. The Board will have five (5) days from the date of the hearing to notify, in writing, the grievant and the Association of the Board's decision.

Step 4. If the grievant is not satisfied with the disposition of the grievance at Step 3, or if a written decision has not been rendered within the time provided, the grievant within thirty (30) days of the Board's reply may notify the Board, in writing, of the intent to submit the grievance to binding arbitration. The arbitrator shall be chosen by the parties and shall be a person mutually acceptable to the Board and the Association. If the Board of Education and the Association are unable to agree on an arbitrator within ten (10) days after receipt of notice, an arbitrator shall be sought from the American Arbitration Association. The Arbitrator shall have no power to alter the terms of any negotiated agreement, but shall be empowered to include in any award such financial reimbursements or remedies judged by the arbitrator proper to resolve the grievance. No evidence or positions shall be submitted to the arbitrator by either party that was not previously disclosed to the other party. The cost of the arbitrator shall be equally borne by the Board and the grievant. All other expenses shall be borne by the party incurring the expense. The decision of the arbitrator shall be binding upon both parties.

## W.6 PARENTAL INVOLVEMENT POLICY (1201)

It shall be the policy of the Harvard Public School District to provide parents who make a reasonable request an opportunity to look at all textbooks, tests, curriculum materials and any other instructional materials used by the School. Appropriate school personnel will provide parents with reasonable advance notice prior to using instructional material that is generally considered controversial in nature and when a child will be required to take a standard norm referenced or criterion referenced test such as the California Achievement Test.

When a parent(s) has a complaint and/or an objection to any instructional material used, the school employee responsible for the material use will meet with the parent(s) upon a reasonable request to discuss the concerns. The superintendent or his/her designee may prepare a complaint form which may be used by a parent to express objections to instructional materials. This complaint form shall request information including but not limited to the specific instructional material complained of, the reason for the complaint, and a proposed solution.

A parent(s) may, upon a reasonable advance request, attend and monitor courses, assemblies, counseling sessions and other instructional activities unless their attendance would substantially interfere with a legitimate school interest.

The Harvard Public School professional staff encourages communication from parents concerning the appropriateness of specific instructional materials for their children. When a parent believes that specific instructional material is inappropriate for their child(ren) and that it would be in their child's best interest to be excused from this instructional experience, the parent is encouraged to contact the teacher(s) involved and/or use the complaint form described above to explain their concern. When reasonable and when the complaint is based upon reasons of conscience or religious grounds, the student will be excused from the instructional experience complained of and offered an alternative instructional experience. When excused, the student will not be graded down as a result of missing the instructional experience.

Prior to any child being asked to complete a school sponsored survey, the superintendent or his/her designee will notify his/her parents of the survey, the date and time when the survey will be completed by the child, the purpose of the survey and to whom the survey results will be reported to. Any parent who requests in writing that his or her child not be required to complete the survey shall have their request honored. No Teacher or student initiated survey that inquires into the values, beliefs, or privacy of any student will be administered to any student within the school until the survey has been approved by the superintendent and by the child's parent/guardian.

Parents and guardians will be provided full access to their child's school records as required in NEB. REV. STAT. 79-4,157 and the Federal Education Right to Privacy Act.

Adopted: July 17, 1995

Amended: June 3, 1996

## W.7 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

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.

Policy Adopted:

Harvard Public School



W.16.1 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 \_\_\_\_

W.16.2 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 \_\_\_\_

W.16.3 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 \_\_\_\_

W.16.4 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)

W.16.5 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 in-patient 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



Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Harvard Public School to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
  
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
  
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law

enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: [July 9, 2012]

- 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 3<sup>rd</sup> party vendor for Harvard Public School.

Volunteers - The designated 3<sup>rd</sup> 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

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

(Form C at end of handbook)

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 me: 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.\*

Form with fields for: (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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Driver

X. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT  
(COBRA) :

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) (90)  
(Blue Cross/Blue Shield changes concerning changes to policy)

(see Bookkeeper for information)

# Y. 2021-22 CRISIS RESPONSE MANUAL

## TABLE OF CONTENTS PAGES 91-104

Purpose of Crisis Response Manual	PAGE 92
Objective of Crisis Response Manual	PAGE 92
School Safety Team	PAGE 92
External Review of the Safety and Security Plan	PAGE 93
Head Administrator's Responsibilities	PAGE 93
Tips for Interviews	PAGE 93
Fire Drill Procedures	PAGE 94
Tornado Emergency Procedures and Drills (EXHIBIT "A" TORNADO SHELTER PROCEDURE SEE PAGE )	PAGE 95
Blizzard Emergency Procedures	PAGE 95
Evacuation/Alternative Evacuation Sites	PAGE 96
Potential Suicide Checklist	PAGE 97
Report of Suicide Risk	PAGE 98
Intruder in Building	PAGE 99
Hostage Situation	PAGE 99
Abduction of Student	PAGE 100
Medical Emergency	PAGE 100
Basic First Aid Priorities	PAGE 101
Chemical Spill or Toxic Fumes	PAGE 101
Bomb Threat and Bomb Threat Procedures	PAGES: 102-104
CRISIS RESPONSE TEAM PLAN	PAGES: 105-109

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

### 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.



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. (see \_\_\_\_\_ )

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

## 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.

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.

## 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.

## 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.

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: \_\_\_\_\_

---

## 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.

### 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. \_\_\_\_\_

## 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 a 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.
12. Be prepared to evacuate the building.



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!!!!

## 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.

### 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.

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 Counselors 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 Princpial (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
- 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 1<sup>st</sup> 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 ERT 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.

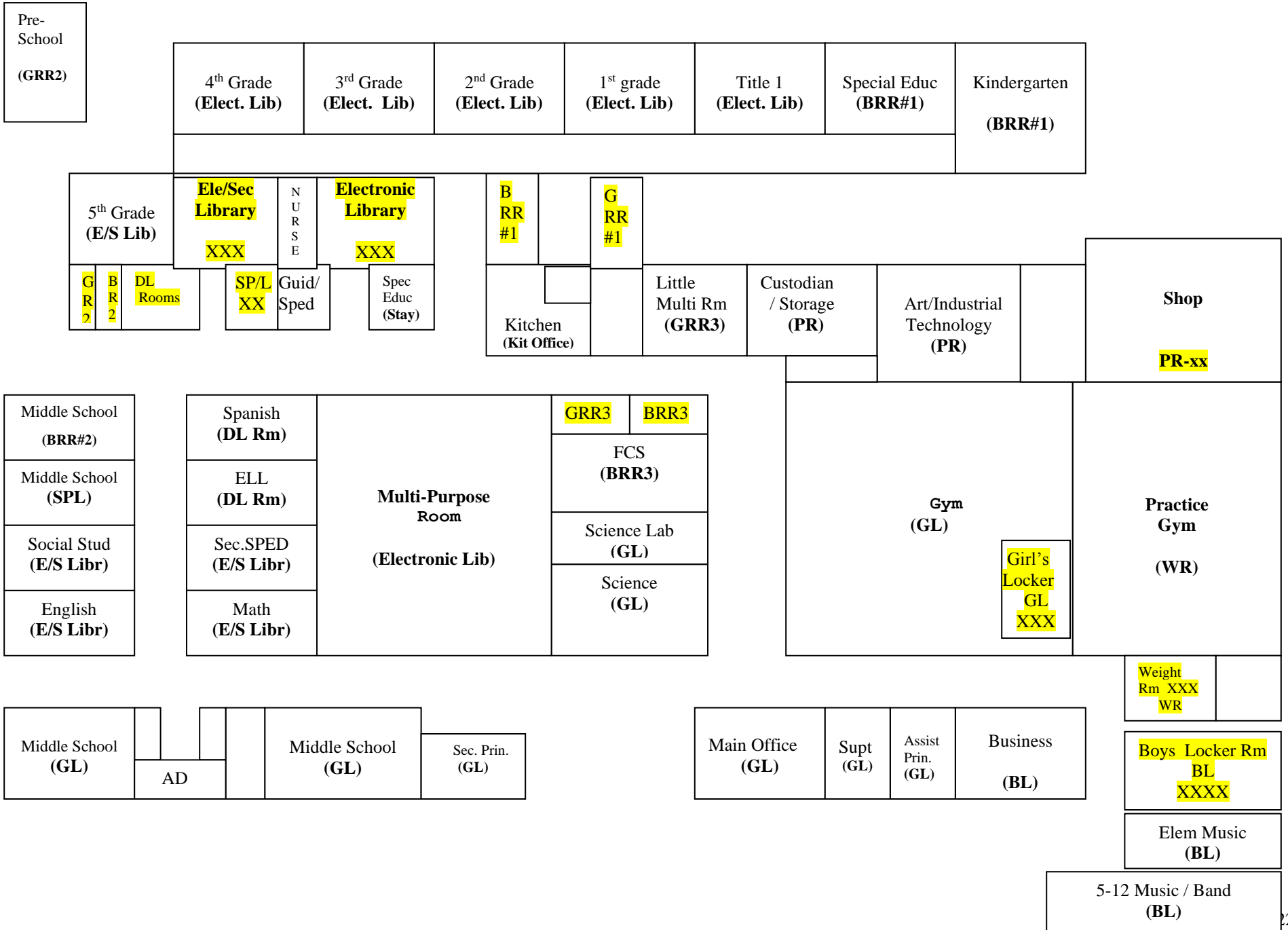


## GENERAL GUIDELINES (SEE STUDENT HANDBOOK)

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 ERT members as will be provided as needed.

### Harvard Public School Tornado Shelters



## Form B. TEACHER Information 2021-22

1. VERY IMPORTANT!! Is your newest teaching certificate signed by the District Superintendent? If not, please leave original certificate at front desk for copying.
2. Has all the paper work been done with your college or with the State Department to take care of temporary certification or a provisional endorsement? Please see the Superintendent right away if there is a problem!!!
3. PROFESSIONAL GROWTH: If you completed professional growth course / credits this summer, please update your PG file by 8/26/13.
4. SALARY ADJUSTMENT INFORMATION:

Did you receive APPROVED Salary Adjustment Credits this summer or past school year that will move you on the salary schedule for the 2021-22 school year? If yes, make sure to get official transcripts to the Superintendent by the end of August or make arrangements.

5. VERIFY your personal and sick days with Stephanie for your own information.
  - A. Returning Employees: See Stephanie about any desired bookkeeping changes.
  - B. New Employees: See Stephanie about necessary bookkeeping paperwork.
  - C. Check all new BCBS changes for 2021-22 including COBRA if retirement is pending or in the near future.
6. RETIREMENT BENEFICIARY: 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).

PERSONNEL FILE UPDATES: You must provide a copy of your Salary Schedule Adjustment Credits (college transcripts) and your approved Professional Growth Completion Forms to the Superintendent for your personnel files by 8-26-16. Your finalized updated contracts will be given to each of you after the salary indexes have been confirmed for the 2021-22 school year.

Form A. EMPLOYEE SIGNOFF CONFIRMATION FORM

School Year 2021-22

1. Signoff for Drug, Tobacco, and Alcohol Policy
2. Signoff for Employee's Understanding of Contents of This Handbook
3. Asbestos Locations in Harvard Public School Facilities

\*\*\*CHANGE\*\*\* This signed statement is to be returned to the SUPERINTENDENT BY 8/26/2016

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

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)

Teaching Experience (including this year) Harvard \_\_\_\_\_ Total \_\_\_\_\_

Form C. CONSENT TO RELEASE BACKGROUND INFORMATION FORM

\*\*\*New Employees Only\*\*\*

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.\*

\*\*\*New Employees Only\*\*\*

\*\*\*New Employees Only\*\*\*

_____ (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.

