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# **2022-2023 Handbook for Classified Staff**

**Homer Community School District**

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# Introduction

## Intent of Handbook

This handbook is intended to be used by classified employees to provide general information about Homer Community School District and to serve as a guide in carrying out the school board policies and administrative rules and regulations, benefits of employment and performance expectations.

References in this handbook to “classified employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate. Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. The information found in this handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with employment, and the policies and regulations of the Board of Education. This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

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

### *NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES*

"The Homer Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. "

District Title IX Coordinator:

Dan Schmitt, 212 South 3<sup>rd</sup> Street, Homer, NE, 68030, [danschmitt@homerknights.org](mailto:danschmitt@homerknights.org); 402-698-2377

"For information regarding the Homer Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 404.12 and 504.24 located at <https://www.homerknights.org/>

If employees do not feel that their complaints regarding Title IX., Title VI., Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights. This would be their final opportunity for resolution. This address needs to be readily available to parents, employees and students for their appeals.

Office for Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
Phone: (816) 268-0550

## **Mission Statement**

The Homer Community School District provides a safe, supportive environment in which all students will develop the skills, knowledge, and integrity essential for a successful future. This includes educating students to:

- read with understanding,
- communicate clearly,
- solve problems effectively,
- think critically, and
- act responsibly.

## **Motto**

*“Committed to excellence, inspiring greatness, exceeding expectations”*

## **Vision Statement**

*Homer Community School District will be the educational leader, empowering all students to achieve excellence.*

## **School Improvement Goals**

K-12 students will improve achievement in reading comprehension.

K-12 students will improve achievement in mathematics.

K-12 students will learn appropriate positive behaviors for school as well as life-long behavior skills.

# District Organization and Contact Information

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## Board Organization

The Board of Education consists of six elected members, each of whom is elected for a four-year term. Three members are elected at each school election, which is held every two years on the even-numbered year. The Board of Education is responsible for establishing the policies for which the school system operates. The members of the Board of Education continually provide strong leadership and support for the programs and practices necessary to ensure a quality education for all students.

## Contact Information

### Board of Education Members

Name	Contact Information
Mr. Byron Hall	byronhall@homerknights.org
Mr. Tyler Kirkholm	tylerkirkholm@homerknights.org
Mrs. Kristina Nelsen	kristinanelsen@homerknights.org
Mr. Aaron Reis	aaronreis@homerknights.org
Mr. Paul Tighe	paultighe@homerknights.org
Mrs. Carrie Vanschoiack	carrievanschoiack@homerknights.org

## Administration, Faculty & Staff

Assignment	Name	School Ext.	email
Superintendent	Gregg Cruickshank	104	greggcruickshank@homerknights.org
Secondary Principal	Casey Tremayne	103	caseytremayne@homerknights.org
Elementary Principal	Abbie Uhl	108	abbieuhl@homerknights.org
Elementary Resource	Triece Krause	115	triecekrause@homerknights.org
Secondary Resource	Brittany White	138	brittanywhite@homerknights.org
Secondary Resource	Peggy TerWee	149	peggyterwee@homerknights.org
Title I	Lark Rich	116	larkrich@homerknights.org
Preschool	Makayla Murphy	124	makaylamurphy@homerknights.org
Preschool	Kaydee Dunker	123	kaydeedunker@homerknights.org
Kindergarten	Katie Scott	111	katiescott@homerknights.org
Kindergarten	Tory McCreary	122	torymccreary@homerknights.org
First Grade	Brenda Boelter	112	brendaboelter@homerknights.org
First Grade	Kayla Dorsey	113	kayladorsey@homerknights.org
Second Grade	Angela Ford	121	angelafor@homerknights.org
Second Grade	Kari Morgan	125	karimorgan@homerknights.org
Third Grade	Katie Curry	126	katiecurry@homerknights.org
Third Grade	Trey Hermelbracht	127	treyhermelbracht@homerknights.org
Fourth Grade	Kassara Jump	118	kassarajump@homerknights.org
Fourth Grade	Keely Steffen	119	keelysteffen@homerknights.org
Fifth Grade	Nicholle Olson	120	nicholleolson@homerknights.org
Fifth Grade	Veronica Schmidt	143	veronicaschmidt@homerknights.org
Sixth Grade	Pat Wright	117	patwright@homerknights.org
Sixth Grade	Megan Schiltz	142	meganschiltz@homerknights.org
Guidance	Jeff Horner	107	jeffhorner@homerknights.org
Library / Media	Stacie Johnson	130	staciejohnson@homerknights.org
5-12 Inst. Music	Lois Harris	146	loisharris@homerknights.org
5-12 Inst. Music	Roxy Nothdurft	146	roxynothdurft@homerknights.org
K-12 Vocal Music	Bridget Anderson	145	bridgettighe@homerknights.org
K-12 Art	Laura Sasges	147	laurasasges@homerknights.org
K-12 Art	Gayle Dahlkoetter	147	gayledohlkoetter@homerknights.org
7-12 Spanish	Alisha McPartland	136	alishamcpartland@homerknights.org
P.E. & Health K-12	Josh Watchorn	161	joshwatchorn@homerknights.org
P.E.	Shawn Spurrell	164	shawnsprell@homerknights.org
Business/Computers	Aaron Sasges	135	aaronsasges@homerknights.org
Ind. Arts	Austin Lambert	148	austinlambert@homerknights.org
English	Stacy Delperdang	137	stacydelperdang@homerknights.org
English/Athletic Director	Dan Schmitt	150	danschmitt@homerknights.org
English	Emma Caskey	134	emmacaskey@homerknights.org



Mathematics	Brian Ferris	132	brianferris@homerknights.org
Mathematics	Candyce Peitz	133	candycepeitz@homerknights.org
Science	David Dziurawiec	141	daviddziurawiec@homerknights.org
Science	Jill Huisenga	131	jillhuisenga@homerknights.org
Social Studies	Bret Hightree	144	brethightree@homerknights.org
Social Studies	Trevin Launsby	139	trevinlaunsby@homerknights.org
Psychologist	Billie Hightree Sitzmann	168	biliehightreesitzmann@homerknights.org
Speech Pathologist	Nikki Johnson	128	nikkijohnson@homerknights.org
Nurse	Kathy Blair	106	homernurse@homerknights.org
Paraeducator	Michaela Carlin	115	michaelacarlin@homerknights.org
Paraeducator	Kayla Eriksen	123	kaylaeriksen@homerknights.org
Paraeducator	Sam Johnson	115	samjohnson@homerknights.org
Paraeducator	Sam Kluver	115	samkluver@homerknights.org
Paraeducator	Will Maxwell	149	willmaxwell@homerknights.org
Paraeducator	Kelli Olson	122	kelliolson@homerknights.org
Paraeducator	Lacey Oldenburg	115	laceyoldenburg@homerknights.org
Paraeducator	Maryn Phillips	115	marynphillips@homerknights.org
Paraeducator	Della Rasmussen	115	dellarasmussen@homerknights.org
Paraeducator	Alisha Rohde	149	alisharohde@homerknights.org
Paraeducator	Judy Stoner	101	judystoner@homerknights.org
Paraeducator	Juli Tighe	115	julitighe@homerknights.org
Paraeducator	Mary Lynn Thacker	122	marythacker@homerknights.org
Paraeducator	Sandy Tremayne	124	sandytremayne@homerknights.org
Paraeducator	Hollie Waldee	115	holliewaldee@homerknights.org
Paraeducator	Trisha Wiltgen	111	trishawiltgen@homerknights.org
Business Manager	Trish Rohde	110	trishrohde@homerknights.org
LAN Mgr. / Tech Coordinator	Jeff Reed	114	jeffreed@homerknights.org
District Secretary	Amy Brand	101	amybrand@homerknights.org
School Secretary	Lynn Rich	102	lynnrich@homerknights.org
Head Custodian / Maintenance	Bill McPherran	162	billmcpherran@homerknights.org
Custodian / Maintenance	Ruby Lowell	162	rubylowell@homerknights.org
Custodian	Joel Walker	162	joelwalker@homerknights.org

## Extra-Curricular Activity Sponsors

Assignment	Name	School Ext.	email
Athletic Director	Dan Schmitt	134	danschmitt@homerknights.org
Head Football	Shawn Spurrell	142	shawnsprell@homerknights.org
Assistant Football	Bret Hightree	144	brethightre@homerknights.org
Assistant Football	Josh Watchorn	161	joshwatchorn@homerknights.org
JH Football	Dan Caskey		
JH Football	Jared Fouts		
Cross Country	Aaron Sasges	135	aaronsasges@homerknights.org
Asst. Cross Country	Adrienne Harris		adrienneharris@homerknights.org
Asst. Cross Country	Will Maxwell	149	willmaxwell@homerknights.org
Head Volleyball	Makayla Murphy	130	makaylamurphy@homerknights.org
Assistant Volleyball	Brittany White	138	brittanywhite@homerknights.org
Assistant Volleyball	Tory McCreary	115	torymccreary@homerknights.org
JH Volleyball	Kelli Olson Brittany White	115 138	kelliolson @homerknights.org brittanywhite@homerknights.org
Head Boys Basketball	Bret Hightree	144	brethightre@homerknights.org
Assistant Boys Basketball	Aaron Sasges	135	aaronsasges@homerknights.org
Assistant Boys Basketball	Ty Vanschoiack		
JH Boys Basketball	Will Maxwell	149	willmaxwell@homerknights.org
Asst. JH Boys BBall	AaronSasges	135	aaronsasges@homerknights.org
Head Girls Basketball	Merlyn Tremayne		merlyntremayne@homerknights.org
Asst Girls Basketball	Paul Tighe		paultighe@homerknights.org
Asst Girls Basketball	Adrienne Harris		adrienneharris@homerknights.org
JH Girls Basketball	Brittany White	138	brittanywhite@homerknights.org
Asst. JH Girls BBall	Kelli Olson	115	kelliolson @homerknights.org
Head Track	Dan Schmitt	134	danschmitt@homerknights.org
Assistant Track	Shawn Spurrell	139	shawnsprell@homerknights.org
Assistant Track	Triece Krause	161	triecekrause@homerknights.org
Assistant Track	Aaron Sasges	135	aaronsasges@homerknights.org
JH Track Boys	Will Maxwell	149	willmaxwell@homerknights.org
JH Track Girls	Alisha McPartland	136	alishamcpartland@homerknights.org
JH Track Girls			
Track Meet Coordinator	Dan Schmitt	134	danschmitt@homerknights.org



## **Board-Classroom Classified Employee Relationship**

The Board of Education is the school system's policy-making body. The Board of Education administers policy for the schools through the Superintendent of Schools, who is the chief executive officer of the Board.

The Board of Education and employees should operate as a team with mutual respect for each other. School Board members may visit classrooms to see how students are taught and employees should visit Board meetings to see how policies are developed.

Employees should understand that no members or committee of the Board of Education has the power to act for the Board or to imply any action on the part of the Board without specific approval by the Board of Education.

Employees should make an effort to acquire a clear understanding of school policy as set forth by the Board of Education and be ready to offer assistance and counsel to the school administration in the formulation of policy in those areas in which the employee has expertise.

## **Administration-Classified Employee Relationship**

The Board of Education appoints a Superintendent of Schools as its chief administrative officer. He or she has charge or control of all schools, subject to orders, rules, and regulations of the Board. In this capacity, the Superintendent becomes the professional leader of the staff.

The superintendent delegates to various staff members responsibility for organizing and administering various divisions and responsibilities. The principals of the school are responsible for the activities and educational program in a particular school. Employees are directly responsible to administrators for all the activities carried on within or for the Homer Community School District. In addition, it is expected that employees and the administration will maintain a positive, professional relationship.

## **Employee Student Relationship**

### **Staff Conduct with Students**

The Board expects all staff members, including teachers, coaches, counselors, administrators, paraeducator, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. Teachers and other school personnel are considered role models that set examples for students to follow. For the purposes of this regulation, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unaware whether particular conduct may constitute a violation of the board policy or this regulation. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action or termination.

**Professional Boundaries:**

All employees (both certificated and classified) are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Using e-mail, text messaging, instant messaging or social networking sites to contact a student or initiate discussion with an individual student. There may be legitimate exceptions. These must be approved by your immediate supervisor.
2. Engaging in social-networking friendships with a student on MySpace, Facebook, Twitter or other social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within two years of the student graduating or otherwise leaving the District.
4. Making any sexual advance - verbal, written, or physical - towards a student.
5. Showing sexually inappropriate materials or objects to a student.
6. Discussing with a student sexual topics that are not related to a specific curriculum.
7. Telling sexual jokes to a student.
8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
10. Being overly "touchy" with a specific student.
11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
13. Giving a student a ride in the employee's personal vehicle without the express permission of the student's parent or school administrator unless another adult is in the vehicle.
14. Taking a student on an outing without obtaining prior express permission of the student's parent or a school administrator.
15. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
16. Going to the student's home when the student's parent or a proper chaperone is not present.
17. Giving gifts of a personal nature to a specific student.
18. Providing a specific student or students with special treatment in grading or educational opportunities in order to cultivate a special relationship not maintained with other students.
19. Having overly intimate discussions of a personal nature including making intimate comments to students such as "I love you," etc.

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

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates these requirements. Staff members are required to promptly notify the principal or superintendent if they become aware of a situation that may constitute a violation of these requirements. Staff violations of these requirements may result in disciplinary action up to and including dismissal. Violations involving sexual or other forms of abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on child abuse reporting.

# School Calendar and Schedules

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**Elementary 8:00 – 3:25**

## **Junior/Senior High Class Schedule**

First Period:	8:00 – 8:45	Fifth Period A:	11:48 – 12:34
Second Period:	8:49 – 9:34	Fifth Period B:	12:15 – 1:01
Homeroom:	9:38 – 10:06	Sixth Period:	1:06 – 1:51
Third Period:	10:10 – 10:55	Seventh Period:	1:55 – 2:40
Fourth Period:	10:59 – 11:44	Eighth Period:	2:44 - 3:30

## **Inclement Weather and School Cancellation**

Decisions to delay, close or cancel school are always made with student and staff safety as the primary factor and student learning second. Whenever possible, decisions to cancel school will be made the preceding evening. If inclement weather is anticipated, the district will utilize a two hour late start to give additional time to evaluate the weather and road conditions. When the weather deteriorates overnight, it is administration's goal to notify teachers, support staff, Alert 4 (KTIV) and SnowCap before 6:00am. The automated phone system will be used to provide a message via phone for timely notification of any schedule change. Email and text alerts are also available from Alert 4 ([www.ktiv.com/alerts](http://www.ktiv.com/alerts)).

There may be times when weather conditions deteriorate during the school day and an early dismissal is necessary. As much advance notice as possible will be given. Teachers and classified staff will be notified via email if this becomes necessary. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for the remaining students. Early dismissal or cancellation of school for the entire day will require the CANCELLATION OF ALL EVENING ACTIVITIES. This includes all practices, performances, and games.

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

## **Make-Up Days**

In the event classified employees are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty is canceled, employees may be required to work additional hours on another day to compensate for the loss of time or earnings.

## **Supervisory Duty Schedules**

Supervisory duties for certificated and classified staff are assigned by administrators and may be changed as needs arise.



# Homer Community School 2022-2023 Calendar

August 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 4: New Teacher Orientation

Aug 8, 9, 10: Inservice and Professional Dev.

Aug 9: Open House from 6-7

Aug 11: First Day with students. Dismiss at 2

September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sep 5: No School - Labor Day

Sep 21 & 22: PT Conferences 4:00-7:00

Sep 23: No School PT Comp Day

Sep 26: No School - Professional Development

October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 14: End of 1st Qtr/44 days

Oct 21: No School - Fall Break

November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 24 & 25: No School

December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 20: End of 2nd Qtr-1st Sem/44 and 88 days

Dec 21-Jan 4: No School

Dec 21: Teacher Workday

January 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 5: 2nd Semester Begins

February 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 8 & 9: PT-Conferences 4:00-7:00

Feb 10: No School PT Conf Comp Day

Feb 13: No School - Professional Development

March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar 2 & 3: Spring Break

Mar 10: End of 3rd Qtr/43days

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 6: Ivan K. Meet at Noon. Dismiss at 11:30

April 7 & 10: No School-Easter Break

April 13: Homer Inv./No School Staff PD

May 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 13: Graduation at 2 p.m.






May 16: End of 4th Qtr-2nd Sem/44 and 87 days

May 17: Teacher Workday

2:00 Early Dismissal for  
Professional Development  
All Early Dismissals at 2:00

1st semester = 88 learning days  
2nd semester = 87 learning days

June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Distribution of School Calendar Days	
	No School - Vacation Days, Holidays
	No School - Staff Only
	2:00 Early Dismissal
	Parent Teacher Conferences
	No School - Exchange Days for Conferences
Inclement Weather days are designated as May 17-26	
Total Student Learning Days 175	
Total Teacher Contract Days 185	

# Homer Community School 2022-2023 Assessment Calendar

August 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 15-Sept 30 NDE NSCAS Window 3-8

Aug 29-Sept 2 NSCAS/AIMSweb/ORF K-6

September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept 8: ASVAB

Aug 15-Sept 30 NDE NSCAS Window 3-8

Aug 29-Sept 2 NSCAS/AIMSweb/ORF K-6

October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 1-Jan 31 NDE NSCAS Window 3-8

Dec 12-16 NSCAS/AIMSweb/ORF

January 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 1-Jan 31 NDE NSCAS Window 3-8

February 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 6-March 17 ELPA 21 Window

March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 6-March 17 ELPA 21 Window

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 4: 7-11 Testing Day

April 3-May 12 NDE NSCAS Window 3-8

TBD: 3-6 NSCAS

May 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 3-May 12 NDE NSCAS Window 3-8

May 8-10 AIMSweb/ORF K-6

2:00 Early Dismissal for  
Professional Development  
All Early Dismissals at 2:00

1st semester = 88 learning days  
2nd semester = 87 learning days

June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**April 5th Testing Day**

- \* 7-8 NSCAS
- \* 9th Pre Pre ACT
- \* 10th Pre ACT
- \* 11th - ACT

	ORF		ELPA 21
	AIMSweb		NSCAS
	ASVAB		7-11 Testing Day

# **Employment, Compensation and Benefits**

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## **Employment**

The employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the school district and the directives of supervisors. The employee agrees that policies of the Board of Education and the rules and regulations of the district may be changed at any time, with or without notice to the employee.

## **Assignments**

The duties to be performed by an employee with the District shall be subject to assignment by the Superintendent or his/her designee. Job descriptions, where available, provide additional information about the position duties.

## **Benefits**

Classified employees are provided retirement benefits, a group health insurance plan and may participate in the school district's Section 125 Plan document or 403 B Plan. Classified employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such election, the election from the immediately preceding school year shall be continued. Each employee is responsible for informing the business manager in writing of any changes in benefit status.

If employment ceases then continued health insurance benefits are available through COBRA subject to certain qualifying requirements. Contact the business manager for information regarding COBRA benefits.

## **Compensation**

Wages for classified employees are approved by the Board of Education on an annual basis. Salary is payable on a once per month basis paid by the number of hours worked in the previous month. Employees will be paid on the 20<sup>th</sup> of the month. If the 20<sup>th</sup> of the month falls on a Saturday or Sunday, the payment of salary will be made on the Friday preceding the 20<sup>th</sup>. Direct deposit is required for all regular employees. Payroll deductions are made in accordance with federal and state requirements.

## **Employment Year**

Employees will work a specified number of days, or on an at-will basis, depending upon the assignment. The length of the assignment is determined by the Board of Education. Calendars are issued annually denoting the anticipated work schedule and are subject to revision by the Human Resources Division.

## **Expense Reimbursement**

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

Necessary materials and supplies are provided by the district. If classified employees need additional materials for job related purposes, the request should be made to the employee's immediate supervisor. Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either an administrator or, if the expense relates to an activity, by the athletic director. The request for reimbursement should include a voucher or receipt for the items purchased and a description of the purpose of the purchase.

## **Lunch/Rest Breaks**

Full-time employees have an unpaid lunch break of 30 minutes. Those classified employees working 8 hour shifts are to take two 15 minute paid breaks per day. Employees working less than 8 hours per shift, should take one 15 minute paid break per day. Classified employees may not forego breaks to reduce the hours assigned in a workday.

## **Overtime**

The Homer Community School District complies with the Fair Labor Standards Act (FLSA) to determine eligibility for overtime. All employees are classified as either "exempt" or "non-exempt" for overtime purposes based upon their job description and supervisory responsibilities. Employees who are classified as exempt employees are not eligible for overtime, while those who are "non-exempt" are eligible for overtime.

Non-exempt employees will be expected to accurately report hours worked. Falsification of time reports is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid overtime for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 am on Sunday through 11:59 pm Saturday.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 ½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one work week. The Superintendent will determine if overtime pay is applicable and the appropriate rate in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the Superintendent, with the rate figured as 1 ½ times the number of hours worked in excess of 40 hours in any work week. Accumulated compensatory time must be used within the pay period immediately following the conversion of overtime hours. "Within the pay period" is that point in time when the conversion shows on your paystub through the following pay period. The conversion of overtime hours to compensatory time must be approved by the superintendent. The use of compensatory time off must be approved by the Superintendent.

The District's policy is not to permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction relative to exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction of overtime exemption has been made.

### **Paid Holidays**

The following days are declared legal holidays and are days on which twelve month employees do not need to report for duty except in the event of an emergency:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving Day
7. Christmas Eve Day
8. Christmas Day
9. Floating Holiday

If any such dates fall on Saturday, the previous Friday shall be a holiday. If any of such dates fall on Sunday, the following Monday shall be a holiday.

### **Personnel File**

The district will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Principal's office or administrative supervisor of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the superintendent to request a review of their personnel file.

### **Retirement**

Staff members (who work at least 15 hours per week in Tier 1 or 20 hours per week in Tier 2), as required by law, must participate in the Nebraska School Employees Retirement System. The district withholds from employees' salaries the amount required by the Nebraska School Retirement System. Additional

retirement contributions are provided by legislative appropriation and mandatory contribution from the school district. Employee and school district contributions are established by the state legislature.

The methods for determining retirement benefits have been revised periodically by the Nebraska Retirement System. For information, write to Director of Retirement Systems, P.O. Box 94816, Lincoln, Nebraska 68509 or call 1-800-245-5712.

Periodically, the Nebraska Retirement Office conducts Preretirement Seminars. To be eligible to attend a retirement seminar, you must be age 50 or over and participating in the Nebraska Retirement System. The law instituting the program states, "The employer shall provide each eligible employee leave with pay to attend up to two preretirement planning programs." According to this law, "...leave with pay shall mean a day off paid by the employer and shall not mean vacation, sick, personal, or compensatory time." **You may choose to attend a seminar more than twice, but such leave shall be at your expense and shall be at the discretion of your employer. The law allowing a member to attend twice is not retroactive and therefore will not include attendances prior to September 9, 1995.** See Chapter 84-1511 of the Revised Nebraska Statutes for further details.

An Early Retirement Incentive Program is available to those who are at least 57 years old and meet other requirements. Information regarding this program can be found in Administrative Regulation 408.06 or through the business manager.

## Resignation and Termination

Employees are expected to submit a written notice to their immediate supervisor two weeks prior to resignation. Nothing in board policy, administrative regulations or practices, or in any evaluation instrument or in the appraisal process or program for classified staff shall or is intended to create or be a contract or part of a contract or the contractual agreement between the school district and classified staff. No administrator or other employee of the school district has any authority to enter into any agreement of employment with classified staff for any specific period of time or to make any agreement of employment with classified staff for any specific period of time or to make any agreement contrary to the foregoing. Board Policy 414.04 will be followed when termination becomes necessary.

## Social Security

Employees of the Homer Community School District participate, as required by law, in the Federal Social Security program.

## Worker's Compensation

All employees are covered by worker's compensation insurance for injury sustained in the scope and course of their employment.

**The worker's compensation law requires the school district to report all employee injuries to the insurance carrier within twenty-four (24) hours of the injury. Any employee who is injured on the job**

**must fill out a Homer Community School Report form with his or her respective supervisor. The report will be forwarded to the business manager and, if necessary, an employer's First Report of the injury will be filed with the worker's compensation insurance carrier.**

Failure to file this report form may void your insurance protection. Do not take chances. Report **all** injuries promptly. Some side effects do not appear until days or weeks later.

### **Work Schedule**

Classified employees are to work during the hours specified in the annual employment letter. Any deviation from the specified hours is dependent upon administrative approval or directive. Working hours vary according to the specific job classification and the needs of the district. Regular, dependable attendance is an essential function of each employee's position. In the event of a school or community emergency, employees are expected to remain on duty as assigned, unless notified otherwise by their supervisor.

### **403(b) Salary Reduction Agreements**

Homer Community School maintains a 403b Written Plan. Please refer to the Plan Documents for more information. The District cooperates with any employee who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee executes a "Salary Reduction Agreement" provided by Plan Services and the vendor of the 403(b) Plan elected by the employee has entered in to a "Service Provider Agreement" with the District, holding the District harmless from any liability that may arise out of such 403(b) Plan.

# Absences from Work

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## Absent

A classified employee who becomes ill and is unable to work is to contact the sub caller, Lynn Rich, at 402-404-0686 when a substitute is needed. Classified employees should also notify your direct supervisor before 7:00 a.m. or as soon as the situation allows. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the supervisor as to whether the employee will be able to return to duty on the next duty day.

## Bereavement

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a classified employee for no more than 5 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, or parent-in law of the employee. Up to three days of paid leave per occurrence shall be granted for brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, aunts, uncles, spouse's aunts, spouse's uncles, nieces, nephews, spouse's nieces and spouse's nephews.

No more than 1 day of bereavement leave will be granted for the death of a close friend or other relative not listed above.

It shall be within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

## Family and Medical Leave Act

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees may also be eligible because of a qualifying exigency arising out of the fact that the spouse, son, daughter, parent, or next of kin of the employee is on covered active duty or has been notified of an impending call or order to covered active duty. Employees are eligible if they have worked for the District at least 12 months and worked at least 1,250 hours over the previous 12 months. The USERRA-protections for employees who miss work due to USERRA-covered military service extend to all military members. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

**BASIC REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

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



\*Definition of a serious health condition: A serious health condition is an illness, injury or impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with a least two visits to a health care provider or one visit to a regimen of continuing treatment, or capacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### MILITARY FAMILY LEAVE ENTITLEMENTS:

Families of members of the National Guard and Reserves are eligible for the normal 12 workweeks of FMLA leave while that family member is on \*\*covered active duty or called to active duty status in support of a contingency operation. This leave may be used for "any qualifying exigency" arising out of the fact that the family member is on active duty or has been called to active duty, including: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) to care for a military member's parent who is incapable of self-care and (9) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Special Leave entitlement: Employees who qualify under this FMLA provision are eligible to receive up to 26 weeks of unpaid FMLA leave to care for a covered service member. A covered service member is: (1) a current member of the Armed forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. \*\*\* Or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. \*\*

\*\*The FMLA definition for "covered active duty" requires that the deployment must be to a foreign country to qualify for FMLA leave.

\*\*\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition." The definition of serious injury or illness for a current service member and covered veterans includes injuries or illnesses incurred by a covered service member in the line of duty and injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.

## State Family Military Leave

Spouses or parents of persons called to military service lasting 179 days or longer are also entitled to take an unpaid leave of absence under Nebraska law. If a family member of a service member is eligible for leave under both the federal FMLA and the Nebraska family military leave law, the leave will be deemed to run concurrently (counted toward the employee's entitlement under both laws).

### **USE OF LEAVE:**

Accrued paid sick and vacation leave will be substituted for unpaid leave first, but will run concurrently with the period of unpaid leave available under the act. Once the paid leave is exhausted, unpaid leave will be used and run concurrently with the period of unpaid leave available under the act. The FMLA year runs on a "rolling calendar" year.

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

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** You may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- You ordinarily must provide 30 days advance notice when the leave is "foreseeable." When this is not possible, your obligation is to provide as early of notice as is practical.
- The District may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at District expense) and a fitness for duty report to return to work.
- Upon notice of a request for leave and determination of the employee's eligibility for FMLA leave, superintendent will notify the employee of the eligibility determination. For eligible employees, the notice will include the date the leave begins, the maximum amount of FMLA leave available, any requirements to provide medical certifications, and other information as required by law.
- For covered active duty leaves, you must provide a copy of the military orders once they have been received, your obligation is to provide as early of notice as is practical.
- For covered active duty leaves for Rest and Recuperation (up to 15 days), you must provide a copy of the military member's Rest and Recuperation leave orders, or other military-issued documentation.

## **JOB BENEFITS AND PROTECTION:**

- a) For the duration of FMLA leave, the District will maintain your health coverage under any "group health plan". The District and the employee continue to pay their respective portions of the premium during FMLA leave.
- b) Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- c) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave.

### **Jury Duty**

An employee who is summoned for jury service shall promptly notify the principal of such summons. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur. Any payment for jury duty shall be paid to the school district. Employees are to notify the business manager of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for work within one hour and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report to work and the substitute will be dismissed.

Employees are expected to promptly notify their supervisors of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days or make up the hours missed.

### **Military Leave**

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, on all days during which they are employed under orders of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the district through policy or negotiated agreement.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

In the matter described above, and all other military leave matters, the district will continue to comply with existing Federal and State law.

## Payroll Deductions for Absence in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits shall be reduced by the day or days of work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

## Personal Leave

Classified employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with board policy. During such paid leaves, employees shall continue to receive all salary and fringe benefits. The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire district and will not be tolerated. Advance reporting of the need to take a leave is important. For personal and other leaves, a Request for Leave form is to be submitted to the principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

At the beginning of each year, each employee shall be credited with three (3) days of paid personal leave or a less amount if not working a full 177 days to be used at their discretion, with the only stipulation being that only one (1) day may be used in conjunction with a scheduled calendar day off from school, not all three. Additional personal leave may be granted at the discretion of the superintendent. All classified staff will receive \$40 per day for unused personal days at the end of the school year (maximum 3).

## Professional Leave

Attendance at professional meetings and conferences by staff members is recognized as being of value and shall be encouraged to the extent that such attendance serves a recognized purpose of the district. The reasonable cost of registration fees and other expenses associated with an approved activity will be borne by the school district or the appropriate activity fund. All requests for professional leave will **first** be submitted to the building principal on the appropriate school district form. The principal will submit the request to the superintendent. The superintendent, in turn, shall approve or deny said request and notify the teacher's principal.

Use of a school vehicle is encouraged when attending conferences, etc. and must be requested as part of the professional leave form. Mileage for the use of a personal car **will not be paid unless the use of a school vehicle has been denied.**

## Return from Leave

An employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the principal from the employee's physician or health care provider stating that the employee is

physically able to return to duty. Maternity leave is included in this requirement. This statement is to be presented in person before the employee returns to duty.

## **Sick Leave**

At the beginning of each school year each ten month employee shall be credited with six (6) days paid sick leave annually and twelve month employees shall be credited with nine (9) days paid sick leave annually to accumulate to a maximum of 45 days.

Classified employees may be able to use their sick leave for illness in the immediate family. Immediate family in the case of family emergency shall include spouse, children, mother, father, mother-in-law, father-in-law, grandparents and others living in the home.

Administration reserves the right to require a written statement from a physician when employees are absent from work due to medical appointments or sick leave of any length.

## **Vacation Leave**

Non-exempt staff members working twelve months per year shall earn paid vacation leave at the employee's regular rate, subject to the maximum accrual cap as explained below. The leave year for paid leave is September 1<sup>st</sup> through August 31<sup>st</sup>. Maximum accrual for classified employees is capped at one and one half times the annual vacation leave for which the employee is eligible in that year. Accordingly, classified employees shall stop earning and accruing vacation when they reach accumulated vacation time of one and a half times the annual vacation time for which they are eligible. Once the maximum accrual cap is reached, the employee will not earn or accrue any further vacation until he or she takes vacation time and therefore reduces his or her earned and accrued amount to less than one and a half times the annual amount. When accrual resumes, vacation will only accrue and be earned up to the maximum accrual cap. The cash value of accrued but unused vacation leave will be paid at the time of termination of employment.

Vacation time must be approved by the Superintendent by completing and submitting an Employee Leave Request. Vacation must be used in a manner that does not disrupt the operation of the school district.

The amount of paid vacation leave is based on the employee's length of service, subject to the maximum accrual cap.

Employment Term	Vacation Days
After Year 1	One Week
After Year 2	Two Weeks
After Year 10	Three Weeks

# Professional Expectations and Procedures

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## Classroom and School Procedures

Classified employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. Use of School Telephones: Personal telephone calls shall not be made nor accepted during times when the staff member is responsible for students except in the event of an emergency. Long distance calls on the school telephones should be rare. The use of school phones to make long distance phone calls should be rare.
2. Use of Cell Phones, Computers or other Electronic Devices – Employees shall not use cell phones, computers or other electronic devices for any non-school purpose during teacher duty time (instruction and supervision) unless there is an emergency. Teachers may use electronic devices for personal reasons during their planning periods or lunch.
3. Checking Out of Equipment – All equipment must be checked out through the building principal, technology coordinator or library media specialist. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another district employee.
4. Email – Each employee will be assigned a school e-mail address for purpose of intra-school and inter-school email correspondence. Employees should check for e-mail throughout the day, and should timely respond to emails which require a response, but should avoid checking and responding to emails when on duty. Use of the district's email system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.
5. Employee Mail Box – each employee will be assigned a mailbox located in the workroom. Employees should check for mail each morning and also later in the school day, if possible. If something required an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communications regarding school business.

## Complaints/Communications

The relationship between a building principal or other administrator and the staff is always enhanced by direct communication between the staff members and the principal. This direct communication is the best way to solve potential problems, relieve tensions, and to clarify any misunderstandings.

The staff member should request a conference with the building principal and attempt to resolve the concern or complaint. If the staff member is dissatisfied with the result of this conference, the staff member can request that a second conference be scheduled. If the staff member is not satisfied with the building administrator's resolution, the concern can be submitted to the Superintendent, in writing, to request further review. Forms are available in the school office. The Superintendent may choose to respond in writing or may choose to schedule a conference with the staff member and/or the building administrator to attempt to resolve the concern. The staff member does not have a right to formally grieve concerns or complaints to the school board.

## **Dispensing Medication**

Employees are not permitted to give any medication to students unless trained by the school nurse or other authorized professional. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or other trained staff member and are to be stored in the office.

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and a note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

## **Evaluations**

Evaluations of classified staff will be conducted in accordance with the district's evaluation policy. Administrators reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

## **Fraud, Waste, and Abuse**

The Homer Community School District is committed to effective, efficient and honest operations throughout the district. The purpose of this information is to provide direction to avoid fraud, waste and abuse within the district and to provide a system for reporting suspicious activity which protects the informant while affording any employee under suspicion with due process rights.

All employees are responsible for the prevention, detection and reporting of suspected fraud, waste and abuse. Acts of fraud, waste and abuse included under these requirements include, but are not limited to:

- Embezzlement
- Forgery or alteration of documents (checks, time sheets, purchase orders, other financial documents, electronic files, etc.)
- Improprieties in the handling or reporting of money or financial transaction
- Theft of any asset (money, tangible property, etc.)
- Misrepresentation of the facts
- Authorizing or receiving compensation for hours not worked
- Authorizing or receiving compensation for goods not received or services not performed
- Profiteering as a result of insider knowledge of district activities
- Disclosing confidential or proprietary information to outside parties
- Any similar or related inappropriate conduct

The superintendent has the primary responsibility for the investigation of all suspected acts of fraud, waste or abuse. If the investigation substantiates such acts occurred, the superintendent will issue reports to the Board of Education. Decisions to prosecute or refer the results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel. All information received regarding suspected improprieties will remain confidential. Any employee who suspects that an act of fraud, waste or abuse has occurred will notify the superintendent immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected acts.

## **General Working Hours**

### **Hours of Work**

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

The board of education recognized that employees are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

### **Arrival to Duty Assignments**

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

### **Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or Superintendent. Employees who leave the school during their designated lunch period must check out with the school's office. Employees who leave during their work hours for an approved absence must sign out when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

## **Managing Student Conduct**

It is the expectation of the Homer Community School District that students display the conduct appropriate to a safe and effective learning environment. The district expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of a student will not be tolerated. Students are not to engage in conduct which causes or may cause a substantial disruption with or material interference with any school function, activity or purpose, or otherwise interferes with the health, safety, well being or rights of other students, staff or visitors.

It is expected that classified staff communicate and enforce appropriate behavioral expectations that ensure a safe and effective learning environment and report misbehavior to a teacher and or principal for



intervention. Physical aggression and other more severe infractions should be immediately handled by the principal.

Teachers and other employees will be assisted by principals and other professionals in working with students with persistent behavioral difficulty.

## **Elementary Behavioral Expectations/Consequences**

The following are expectations for behavior for every elementary student. Following these actions will ensure that we have a safe and effective learning environment for all individuals.

### **Expectations:**

- Be Safe.
- Be Respectful.
- Be Responsible.

<b><u>Expectation:</u></b>	<b><u>Examples of behaviors:</u></b>
Be Safe.	<ul style="list-style-type: none"><li>• Walking in the hallways.</li><li>• Keep hands, feet, and objects to self.</li><li>• Use classroom materials appropriately.</li><li>• Use gym equipment appropriately.</li></ul>
Be Respectful.	<ul style="list-style-type: none"><li>• Listening with your eyes and ears.</li><li>• Participate and respond appropriately.</li><li>• Respect other's space, materials, and privacy.</li><li>• Following classroom directions/expectations.</li><li>• Speaking kindly to peers, staff, and visitors.</li></ul>
Be Responsible.	<ul style="list-style-type: none"><li>• Arrive at school on time and ready to learn.</li><li>• Turn in homework on time and completed neatly.</li><li>• Keep area and materials organized and neat.</li><li>• Following directions promptly.</li></ul>

Failure to adhere to the behavioral expectations will result in the following possible consequences. The following are examples of consequences that can be expected for the types of incidents listed below.

### **Consequences:**

- Loss of one recess
- Loss of five recesses
- Phone call home (student calls)
- Detention after school (parents must provide transportation)
- Parent meeting
- One day In School Suspension (ISS)
- One day Out of School Suspension (OSS)
- Five days of Out of School Suspension (OSS)
- Alternative Placement
- Expulsion

The following are examples of behaviors that constitute an “incidents”: name calling, rolling eyes, glaring (dirty looks), mocking, scowling, making fun of, laughing at, whispering about, inappropriate gestures, arguing, refusal to follow directions, provoking others, disruption of class time, pushing, shoving, “bumping into” intentionally, inappropriate physical contact of any kind, excluding others intentionally, hurtful and/or threatening notes, throwing items, cyber bullying at school, and graffiti.

Reporting of Inappropriate Behaviors: Students who experience disrespectful or bullying behavior should immediately report that behavior to the teacher in charge of the class or a teaching assistant.

	<u>Bathroom</u>	<u>Lunch Area</u>	<u>Hallway</u>	<u>Classroom</u>	<u>Bus</u>	<u>Playground</u>
<b>Be Respectful</b>	<p>Flush the toilet.</p> <p>Keep your hands to yourself.</p> <p>Give privacy to others.</p>	<p>Use an inside voice.</p> <p>Take only what you plan to eat.</p> <p>Use your manners.</p> <p>Chew with mouth closed.</p> <p>Eat your own food.</p> <p>Refrain from playing with your food.</p>	<p>Use walking feet.</p> <p>Follow teacher directions.</p> <p>Keep voices off.</p>	<p>Be kind and treat others how you would like to be treated.</p> <p>Use an inside voice.</p> <p>Follow class rules.</p> <p>Raise your hand to speak.</p> <p>Answer when called upon.</p> <p>Keep your eyes on the speaker.</p>	<p>Follow the driver's instructions.</p> <p>Be kind to everyone.</p> <p>Be quiet at railroad tracks.</p> <p>Use an inside voice.</p>	<p>Include others.</p> <p>Play fair.</p> <p>Listen to adults' directions.</p> <p>Take turns and share equipment.</p>
<b>Be Responsible</b>	<p>Keep bathrooms clean.</p> <p>Go-Flush-Wash.</p> <p>Paper towels go in the garbage can.</p> <p>Report any issues.</p>	<p>Clean up your area.</p> <p>Close your milk.</p> <p>Put silverware in the correct spot.</p>	<p>Refrain from touching the walls and artwork.</p> <p>Stay to the right side of the hallway.</p>	<p>Follow directions the first time they are given.</p> <p>Keep your area organized and tidy.</p> <p>Be ready for the lesson.</p>	<p>Keep hands, feet, and objects to yourself.</p> <p>Pick up after yourself.</p>	<p>Pick up equipment and personal belongings (coat/hat/gloves).</p> <p>Follow directions right away.</p> <p>Respect nature - leave it on the ground.</p>
<b>Be Safe</b>	<p>Use facilities for how they were intended.</p> <p>Keep water in the sink.</p>	<p>Stay seated in your own space.</p> <p>Use walking feet.</p>	<p>Keep hands, feet, and objects to yourself.</p> <p>Walk facing forward.</p>	<p>Keep hands and feet to yourself.</p> <p>Push in chairs after leaving your seat.</p> <p>Use materials correctly.</p> <p>Ask before leaving the room.</p>	<p>Remain seated and face forward.</p> <p>Keep feet clear of the aisles.</p>	<p>Don't run on playground equipment.</p> <p>Wear appropriate clothing for the weather.</p> <p>Quickly and quietly line up.</p> <p>Play in allowed areas.</p> <p>Keep hands and feet to yourself.</p> <p>Use equipment correctly.</p> <p>Report injuries and/or incidents to adults right away.</p>

## Ethics Standards

The Homer Community School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethic standards which classified employees are expected to adhere to include those set forth below.

### **Principle I – Commitment as a School Employee:**

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the superintendent any known violation of paragraphs 7, 5, or 2 above.
10. Shall seek no reprisal against any individual who has reported a violation of this rule.

### **Principle II – Commitment to the Student:**

Mindful that the employee's classified position exists for the purpose of serving the best interests of the district's students and patrons, the classified employee shall perform his/her job responsibilities with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
3. Shall not discipline students using corporal punishment.

### **Principle III – Commitment to the Public:**

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

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

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

### **Principle IV – Commitment to Professional Employment Practices:**

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

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

1. Shall apply for or accept a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall permit no commercial or personal exploitation of his or her professional position.
5. Shall use time on duty and leave time for the purpose for which intended.

## **Professional Attire**

It is important for employees to project a responsible, adult image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear to school. Employees should wear clothing which is safe and suitable for their work assignments. Examples of inappropriate working attire are flip flops, shorts, tank tops with thin straps, low cut or revealing clothing.

The staff members of the Homer Community School District are representatives of the district to the public and should project a professional image. On the occasions that guest speakers or presenters conduct professional development activities within the school district, all staff members are to dress in business or business casual attire. Employees should also dress in business or business casual attire when attending

workshops, conferences, or seminars outside of the school district. Due to the nature of some events, there may be exceptions in regards to professional dress. Exceptions should be approved prior to the attendance of any event by the building principal.

On the last day of the work week, employees may wear jeans **IF** school colors or a Homer Community School District shirt or top is worn. There may be rare exceptions. However, employees will be notified in advance if an exception is permitted.

## Reporting Child Abuse

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

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

Classified staff are to inform their principal or supervisor if abuse or neglect is suspected. Administrative staff will make the report with the information provided by the classified employee.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing law enforcement or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will assist as needed. The number for **Nebraska Child Abuse Hotline is 1-800-652-1999**.

## Role of Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraeducator in a supportive role. Paraeducators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards,

grading tests or class work, and calculating and recording grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If a teacher requests a paraeducator to work hours other than the assigned work hours or assigned work day, the administration should be contacted for approval. Paraeducators are not to take work home or perform work outside of scheduled work hours, either voluntarily or at another staff member's request, without prior approval by the administration, and all such working time must be recorded on the paraeducator's time card/sheet.

## **Social Media Guidelines for Faculty & Staff**

### **Purpose for Social Media Guidelines**

Social media can be a powerful method of communication, and a wonderful educational tool when used appropriately. The Homer Community School District encourages employees to use social media for these purposes. The District is providing the following guidelines to give direction for employees utilizing social media to engage and collaborate with students, parents, and others in a digital environment.

### **What is Social Media?**

Social media is the term used to describe user created content online designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, Ning, MySpace, Twitter, etc.)
- Photo and Video Sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious, Pinterest)
- Podcasting and Vodcasting

### **Personal Responsibility**

The lines between public and private, personal and professional, are blurred in the digital world. In the eyes of the public, faculty and staff members will always be considered District employees. It is important to remember that information produced by employees is a reflection on the entire District and is subject to the District's Acceptable Use Policy. Represent the district, the students and parents you serve in the best light. Respect the privacy and the feelings of others. Do not make comments about individual students or colleagues. Under no circumstance should offensive comments be made about students, colleagues, or the District in general.

A district's most valuable asset is its staff. What you publicize will reflect upon you and may reflect on the school. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations.

Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page. You should be certain it is accurate and supports your organization. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted, you can't take it back. Write what you know to be accurate and add value to the discussion. Post something useful. Provide information and perspective. Be professional.

- Homer Community School District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- When posting to any form of social media, be sure you say that the information represents your own views and opinions and not the views and opinions of Homer Community School District.
- Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Homer Community School District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Homer Community School District.
- Blogs, wikis, and other social networks hosted outside of the Homer Community School District should not be used for internal, private communication between District employees.
- When contributing online, do not post confidential student information, whether it is internal school discussions or specific information about students or other staff.
- How you respond to a negative comment or criticism will say more about you and your character than what you post. When in doubt, it's best not to give it credibility by acknowledging it with a response publicly; perhaps a private response would be more appropriate.

## **Disclaimers**

- Homer Community School District employees must include disclaimers within their personal blogs that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't necessarily represent Homer Community School District's positions, strategies, opinions, or policies."
- This standard disclaimer does not by itself exempt Homer Community School District employees from a special responsibility when blogging.
- Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by students.

## Copyright and Fair Use

- Respect copyright and fair use guidelines. See [U.S. Copyright Office - Fair Use](#).
- A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate.
- It is recommended that blogs be licensed under a [Creative Commons Attribution 3.0 United States License](#).

## Profiles and Identity

- Remember your association and responsibility with the Homer Community School District in online social environments. If you identify yourself as a Homer Community School District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- No last names, school names, addresses or phone numbers should appear on blogs or wikis of District employees.
- Be cautious how you setup your profile, bio, avatar, etc.
- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Also remember not to utilize protected images. Images should be available under Creative Commons license or your own.

## Personal Use of Social Media such as Facebook, Myspace and Twitter

- Homer Community School District employees are personally responsible for all comments and information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional standards.
- By posting your comments having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your



professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?

- Microblogging (Twitter etc.) Comments made using such media are not protected by privacy settings as witnessed by the high profile cases with sports stars being disciplined for tweets expressing personal views. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.
- Employees should comply with all applicable policies and procedures with respect to the use of computers, networks, and all electronic devices when accessing social networks. Any access to personal social media activities while utilizing school resources must comply with those policies, and must not interfere with an employee's duties at work.
- Employees' utilization of school resources is subject to monitoring, including social network activity. Employees should have no expectation of personal privacy in any personal communication or post made through social media while using district resources.

### **Staff-Student Relations**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to:

- Employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails
- Personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, activities, or other school-related business
- Sending inappropriate pictures to students
- Discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor)
- Engaging in intimate or sexualized dialogue, whether in person, by phone, via the internet, or in writing.

Employees who post information on Facebook, MySpace or similar Web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

Employees are discouraged from "friending" students on their personal Facebook account, or other social networking sites. "Friending" parents or guardians of students is also strongly discouraged. In the event you receive a "friending" request on one of these sites from a student, parent, or guardian, the following response could be used when denying the request.

*As an employee of the Homer Community School District, our policies discourage me from “friending” students or parents on my personal Facebook page. I would encourage you to instead “like” the Homer Community Schools Facebook page to keep up to date on happenings at the school.*

### **Social Bookmarking**

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to *tag* or describe the bookmark.
- Be aware of URL shortening services. Verify the landing site to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters as in microblogs -- i.e. Twitter.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

### **Instant Messaging**

- Homer Community School District employees are required to get authorization to have instant messaging programs downloaded on their school computers.
- Homer Community School District employees also recognize this same authorization is required for access to instant messaging programs that are available through web interfaces with no download
- Avatar images and profile information should follow the same guidelines as the above *Profiles and Identity* section
- A written request must be submitted to the district Technology Coordinator for approval.
- When submitting a request to the Technology Coordinator please include your name, grade level, and provide a statement explaining your instructional purposes for using the program.

### **Requests for Social Media Sites**

The Homer Community School District understands that 21st century learning is constantly changing technology and that many sites that are currently "blocked" by the Homer Community School District's internet filter may have instructional significance for teacher and student use.

- If you would like to request that another online site be accessible to use for teaching and learning, please submit a request to the district Technology Coordinator for review.
- Requests will be reviewed and the district social media guidelines will be updated periodically throughout the school year.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- A link to the sites privacy policy should be included if possible

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This policy was adapted from the following sources:

- [Social Media Guidelines for Schools](#) Wiki
- [Social Media for Schools](#) Wiki Spaces
- [Papillion - La Vista Schools](#)

## **Supervision of Students**

Proper supervision of students is an important responsibility for employees. You must report to all duty assignments on time. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

# School Facilities and Equipment

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## Care of School Property

Employees are responsible for proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, a report should be made to the principal. If it is learned that a student has damaged school property or equipment, or if a staff member has damaged school property, it should be reported promptly to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

## Copiers and Laminators

Several copiers are located throughout the building. The main copier/printer located in the Workroom is faster and more economical to use than the other copiers. It is always available to teachers and paraprofessionals. Secondary students working as teaching assistants may use this copier, but they should not be in the Workroom between the hours of 11:00 a.m. and 1:30 p.m. Elementary students should not be making copies on this or other copiers.

The color copier/printer located in the Guidance/District Office area should be primarily used for documents needing color. Printing or copying documents on this machine is more expensive and slower. Whenever possible, black and white printed documents should be made on one of the other copiers.

Laminators are for staff use only. No students, including teaching assistants, should be using them. Elementary students should not be using the copiers or the laminators.

## Copyright and Fair Use Policy

It is the district's intent to follow the federal copyright law. Students are to be reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;

- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair”. Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Drug-Free/Alcohol-Free Workplace**

The district has established the school as a drug-free and alcohol-free workplace. The meaning of workplace for purposes of this policy includes school grounds, school parking lots, school owned or utilized vehicles, school sponsored activities, and locations off school property at which school-sponsored activities are held.

The unlawful manufacture, distribution, sale, delivery, disposition, possession, or use of a controlled substance or alcohol is prohibited in the workplace, which includes school grounds, school parking lots, school owned or utilized vehicles, school-sponsored activities and locations off school property at which school-sponsored activities are held. The possession, use, sale, delivery, distribution, disposition, possession, or use of illicit drugs or alcohol, the use of glue or aerosol paint, or any other chemical substance for inhalation, and being under the influence of illegal drugs, prescription drugs for which the individual does not have a valid prescription, prescription drugs being misused (use different than the use prescribed), alcohol, or inhalants, is prohibited in the workplace and in any place or location while teachers are on duty time, including but not limited to attending school-sponsored events. Any level of impairment from illegal drugs, illicit drugs, prescription drugs for which the individual does not have a valid prescription or which are being used contrary to the directions provided with the prescription, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or the presence of the smell of alcohol on a teacher in the workplace, on duty time, or at any school-sponsored activity, shall be a violation of the drug-free/alcohol-free workplace policy. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the district’s expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the district’s drug-free/alcohol-free workplace policies and notify the superintendent of any criminal drug statute, ticket, arrest, or conviction no later than five (5) days after such occurrence. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the district’s drug-free/alcohol-free workplace policies. Sanctions may include a requirement that the teacher complete an appropriate rehabilitation program, reprimand, suspension, non-renewal of the teacher’s contract, cancellation of the contract or termination of employment. Drug and alcohol counseling and rehabilitation and re-entry programs are available through local health agencies and participation in such may be required under certain circumstances. A certificated staff member’s person, workspace, and belongings may be searched, with or without permission, upon reasonable suspicion of a violation of this policy.

## **Safety**

### Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of an employee, the employee is also responsible for making a report. All staff members are required to file a "First Report of Alleged Occupational Injury or Illness" each time an employee is injured on the job. This form must be filed with the Business Manager the same day regardless of whether or not medical assistance is required.

### Safety Guidelines

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.).
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, and science classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

## **Security of Desks, Lockers, Etc.**

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

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to

retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

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

## **Smoke and Tobacco-Free Workplace**

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

## **Use of District Computer Network and Internet**

Employees have access to the district's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the internet, employees are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teachers assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the district's mission. Employees are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.
4. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Employees will not attempt to login to the system as a system administrator.
8. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
9. Employees will not waste or take supplies, such as paper or toner that are provided by the district.
10. Employees will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or

destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.

12. The district will not be responsible for any liabilities, costs, expenses or purchases incurred by the use of the district's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The employee is solely responsible for any such charges. The employee's acceptance of an email account is the acceptance of the employee's agreement to indemnify the district for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The district does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The district reserves the right to refuse posting of files, and to remove files.
16. The district further reserves the right to inspect an employee's computer and computer usage at any time. Employees have no privacy rights or expectations of privacy with regard to use of the district's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the district's mission.
18. A technology protection measure is in place that blocks and/or filters Internet 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. 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 by the one 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 a building administrator. 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.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the employee's Internet account and computer privileges, reprimand, suspension, or termination.

### **Use of Personal Vehicles**

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Permission to use personal vehicles must be obtained in advance from the superintendent or principal. Employees are to contact the business manager for the documentation required by the district. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children. Reimbursement for mileage will only be provided if a school vehicle is not available.



## Use of School Facilities

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

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

## Use of School Vehicles

Prior to approving mileage payments to individuals to use their personal vehicles to conduct school business, employees must first contact the office to ascertain if a school vehicle is available. If one is available, then employees must reserve the vehicle on the form located in the school office. The vehicle **must be returned on time** to insure those scheduled to use it later can be assured that the vehicle will be ready to go on time. If the fuel level is below three fourths of a tank, gas must be purchased before returning the vehicle. The mileage log book must be completed and left in the front seat of the vehicle. Any gas charge tickets must be turned in to the business manager. **School vehicles are to be used for school business only, not for any personal business or sightseeing tours.**

## Use of Telephone and Electronic Devices

While employees are allowed to possess and carry electronic communications devices on school property, such possession and use are subject to the following rules:

### District-Issued Communications Devices

- Communication devices issued by the district may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers with "beaming capabilities," citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.
- Employees in receipt of district-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of district equipment, resulting in loss or damage may result in the employee having to reimburse the district for any associated costs of replacement or repair.
- Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for district-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.
- District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there

exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

- Any district-issued equipment is to be surrendered back to the district immediately upon request.

#### Personally Owned Electronic Communications Devices

- Employees may possess and carry personally owned cellular telephones, pagers/beepers, and PDA's or laptops with "beaming capabilities" during the school day on school property.
- Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.
- Cellular telephones and pagers/beepers should not be used during the employee's normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of cellular telephones or audible pagers/beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.
- Any employee violating the above rules may be subject to disciplinary action.

### **Video Surveillance**

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

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

### **Visitors**

Employees are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the employee. Visitors should stop at the office and follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

### **Weapon-Free Workplace**

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

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

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, sandclub, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2 ½ inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee’s personal possession, as well as in an employee’s motor vehicle, desk locker, briefcase, backpack, or purse.

## **Workroom**

The Workroom also serves as a lunchroom for teachers and non-certificated staff. Employees are to make every effort to refrain from having students go to the workroom between 11:00 and 1:00 each day.

# State and Federal Requirements

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## Anti-Discrimination and Harassment

### Elimination of Discrimination

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

### Preventing Harassment

The Homer Community School District is committed to providing a learning and working environment that is free from harassment based upon an individual's race, color, religion, sex, national origin, disability, marital status, or age. Harassment of employees and students on the basis of membership in a protected class will not be tolerated by the school district.

The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, national origin, age, marital status, or sex constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

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

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the superintendent, investigator for harassment complaints. However, claims regarding harassment may also be reported to the principal, alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator or alternate investigator to promptly and reasonably investigate claims of harassment. The superintendent shall take final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

### **Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the district's policies under FERPA are found in board policy and in the student handbook.

### **Disclosure of Staff Qualifications**

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

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

### **Grievance Procedure for Persons with a Disability**

The Americans with Disabilities act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

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

### **Notice of Non-Discrimination**

Homer Community School District does not discriminate on the basis of race, color, national origin, gender, religion, disability, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregg Cruickshank, Superintendent  
PO Box 340, Homer, NE 68030-0340  
402-698-2377

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5<sup>th</sup> Floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

The board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, national origin, gender, religion, disability, age or marital status of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

# Appendix

**HOMER COMMUNITY SCHOOL DISTRICT**  
**SUPPORT PERSONNEL EVALUATION**

Name: \_\_\_\_\_

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

Yrs. of Service: \_\_\_\_\_

**Check One**

☐ Paraprofessional

☐ Other \_\_\_\_\_

Evaluation Criteria	Exceeds District Standards	Meets District Standards	Could Meet With Assistance	Does Not Meet District Standards
<b><u>DEPENDABILITY:</u></b> (Punctual, Good Attendance, Conscientious) <ul style="list-style-type: none"> <li>Accomplishes assigned duties independently</li> <li>Is punctual to work/assigned duties</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b><u>QUALITY/QUANTITY OF WORK:</u></b> (Efficient, Accurate, Productive) <ul style="list-style-type: none"> <li>Is able, willing and agreeable to perform all tasks required</li> <li>Works efficiently with a high degree of quality</li> <li>Assists as needed</li> <li>Demonstrates flexibility in performing to unpredictable circumstances</li> <li>Is familiar with and able to use technology in day-to-day operations if needed</li> <li>Participates in development meetings and training</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>CUSTOMER SERVICE:</u></b> (Staff, Students, Parents) <ul style="list-style-type: none"> <li>Demonstrates an appropriate working relationship with students, parents and staff</li> <li>Is courteous and cordial in all circumstances</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b><u>INITIATIVE:</u></b> (Resourceful, Self-Confident, Versatile) <ul style="list-style-type: none"> <li>Follows classroom behavior-management techniques</li> <li>Accepts feedback and uses it to improve</li> <li>Tries new ideas and offers suggestions to improve office procedures (secretary)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>ATTITUDE:</u></b> (Co-operative, Respectful, Flexible) <ul style="list-style-type: none"> <li>Follows school rules, regulations and district policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>LOYALTY:</u></b> (Confidential, Compliant, Trustworthy) <ul style="list-style-type: none"> <li>Maintains confidentiality in all situations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Your signature does not imply your agreement with this evaluation. It means only that the evaluation has been discussed with you. You have the right to respond in writing to this evaluation. If you choose to do so, circle "Yes". If not, circle "No".

**YES (Response Attached) NO**



HOMER COMMUNITY SCHOOL  
Homer, Nebraska

LAN MANAGER/TECHNOLOGY COORDINATOR EVALUATION

Name:

Appraiser:

Date:

DEFINITIONS OF EVALUATIVE TERMS:

E	Exceeds District Standards:	Exceeds standards expected
M	Meets District Standards:	Meets standards expected of an administrator
CM	Could Meet with Assistance:	Meets only minimum standards expected
NM	Does Not Meet District Standards:	Fails to meet minimum standards

ADMINISTRATIVE SKILLS	E	M	CM	NM
Organization: Clearly delineates responsibilities and authority; establishes direct lines of communication; schedules responsibilities efficiently; adequately supervises technology related activities				
Business Affairs: Maintains accurate records; provides information as needed				
Consultant/Provider Coordinator: Works to effectively coordinate the services of providers to ensure effective performance of hardware, software, and the network				
Technology Evaluation: Works to improve the use of technology by frequent observations, conferences, and surveys; renders fair appraisal of technology in the schools				
Decision Making: Is professional in working with others and, when appropriate, involves them in making decisions				
Reporting: Prepares and maintains E-Rate funding records				
Reporting: Completes state reporting of student and staff data as required by the Nebraska Department of Education				
Reporting: Insures safety and security issues of the network system				
Reporting: Maintains and provides training on student and school information management systems				
Comments:				

<b>LEADERSHIP SKILLS</b>	<b>E</b>	<b>M</b>	<b>CM</b>	<b>NM</b>
Knowledge of Technology: Demonstrates knowledge of technology				
Instructional Improvement: Is familiar with appropriate technology; assists faculty and staff to improve use of technology in the classroom and on the job				
Facilitator of Meetings: Organizes periodic meetings with appropriate individuals; meetings are effective in clarifying problems and policies and providing professional guidance				
Adaptability: Cultivates among the faculty and staff an interest in and awareness of new technology				
Rapport: Secures the cooperation of the faculty, staff and the community in achieving the goals of the schools				
Achieving Objectives: Strives to clarify the objectives of the school and accomplishes significant improvement each year				
Evaluation: Systematically evaluates the technology program; uses results to plan program improvements				
Vision: Engages in long-range planning for the use of technology to improve the teaching/learning process				
Initiative: Shows sustained effort and enthusiasm in the quality and quantity of work accomplished				
Professional Growth: Continues professional study; attends professional meetings regularly; reads current professional literature				
Comments:				

<b>COMMUNICATION AND INTERPERSONAL SKILLS</b>	<b>E</b>	<b>M</b>	<b>CM</b>	<b>NM</b>
Faculty and Staff: Demonstrates concern for the technological problems experienced by the faculty and staff				
Parents: Seeks to know the parents, to interpret the school's technology program to them, and to address worthwhile parent concerns and programs				
Students: Strives to understand students, considers any reasonable request, communicates to students the reasons for school policies				
Community Involvement: Participates in various civic, service, and community groups to help assure their knowledge of the school's technology program				
Morale: Supports district goals, initiatives, and administrative decisions; assists faculty and staff with issues relating to technology				
Support: Protects faculty and staff from the frustration often associated with technology; respects the professional judgment of faculty and staff				
Communication Skills: Communicates effectively orally and in written communication				
Comments:				

Employee's Signature

\_\_\_\_\_  
Administrator's Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

Your signature does not imply your agreement with this evaluation. It means only that the evaluation has been discussed with you. You have the right to respond in writing to this evaluation. If you choose to do so, circle "YES". If not, circle "NO".

YES (Response Attached)

NO

**HOMER COMMUNITY SCHOOL DISTRICT**  
**CUSTODIAL MAINTENANCE EVALUATION**

Name:

Date:

Yrs. of Service:

Evaluation Criteria	Exceeds District Standards	Meets District Standards	Could Meet With Assistance	Does Not Meet District Standards
<b><u>DEPENDABILITY:</u></b> (Punctual, Good Attendance, Conscientious) <ul style="list-style-type: none"> <li>Is punctual to work/assigned duties</li> <li>Accomplishes assigned duties independently</li> </ul>	N/A <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b><u>QUALITY/QUANTITY OF WORK:</u></b> (Efficient, Accurate, Productive) <ul style="list-style-type: none"> <li>Is able, willing and agreeable to perform all tasks required</li> <li>Maintains a clean, safe environment</li> <li>Completes scheduled tasks in a timely manner</li> <li>Is thorough and consistent in meeting work standards and in performing required work</li> <li>Demonstrates knowledge of equipment, materials, and methods</li> <li>Recommends and assists in repair and maintenance</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>CUSTOMER SERVICE:</u></b> (Staff, Students, Parents) <ul style="list-style-type: none"> <li>Demonstrates an appropriate working relationship with students, parents and staff</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>INITIATIVE:</u></b> (Resourceful, Self-Confident, Versatile) <ul style="list-style-type: none"> <li>Demonstrates the ability to perform tasks with little or no supervision</li> <li>Displays problem-solving skills</li> <li>Accepts feedback and uses it to improve</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>ATTITUDE:</u></b> (Co-operative, Respectful, Flexible) <ul style="list-style-type: none"> <li>Follows school rules, regulations and district policies</li> <li>Demonstrates flexibility in performing to unpredictable circumstances</li> <li>Demonstrates respectful, courteous, and considerate conduct</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>LOYALTY:</u></b> (Confidential, Compliant, Trustworthy) <ul style="list-style-type: none"> <li>Maintains confidentiality in all situations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Your signature does not imply your agreement with this evaluation. It means only that the evaluation has been discussed with you. You have the right to respond in writing to this evaluation. If you choose to do so, circle "Yes". If not, circle "No".

**YES (Response Attached) NO**

## HOMER COMMUNITY SCHOOL DISTRICT SECRETARY EVALUATION

Secretary's Name: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Assignment: \_\_\_\_\_ Building: \_\_\_\_\_

EVALUATION OF PERFORMANCE	Exceeds District Standards	Meets District Standards	Could Meet w/ Assistance	Does Not Meet District Standards
1. Accomplishes assigned duties independently	_____	_____	_____	_____
2. Works efficiently with a high degree of quality	_____	_____	_____	_____
3. Is able, willing and agreeable to perform all tasks required	_____	_____	_____	_____
4. Handles all assignments in a responsible manner	_____	_____	_____	_____
5. Is familiar with and able to use technology in day-to-day operations	_____	_____	_____	_____
6. Is courteous and cordial in all circumstances	_____	_____	_____	_____
7. Accepts feedback and uses it to improve	_____	_____	_____	_____
8. Maintains a high degree of loyalty to supervisor(s) and to the school district	_____	_____	_____	_____
9. Assists others as needed	_____	_____	_____	_____
10. Tries new ideas and offers suggestions to improve office procedures	_____	_____	_____	_____
11. Is punctual to work/assigned duties	N/A	_____	_____	_____
12. Maintains confidentiality in all situations	N/A	_____	_____	_____

Suggestions/Recommendations/Comments:

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Migrant Recruiter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature does not imply your agreement with this evaluation. It means only that the evaluation has been discussed with you. You have the right to respond in writing to this evaluation. If you choose to do so, circle 'Yes'. If not, circle 'No'.

**YES (response attached) / NO**

## **FAMILY AND MEDICAL LEAVE ACT**

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees may also be eligible because of a qualifying exigency arising out of the fact that the spouse, son, daughter, parent, or next of kin of the employee is on covered active duty or has been notified of an impending call or order to covered active duty. Employees are eligible if they have worked for the District at least 12 months and worked at least 1,250 hours over the previous 12 months. The USERRA-protections for employees who miss work due to USERRA-covered military service extend to all military members. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

**BASIC REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

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

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with a least two visits to a health care provider or one visit to a regimen of continuing treatment, or capacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **MILITARY FAMILY LEAVE ENTITLEMENTS:**

Families of members of the National Guard and Reserves are eligible for the normal 12 workweeks of FMLA leave while that family member is on \*\*covered active duty or called to active duty status in support of a contingency operation. This leave may be used for "any qualifying exigency" arising out of the fact that the family member is on active duty or has been called to active duty, including: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) to care for a military member's parent who is incapable of self-care and (9) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Special Leave entitlement: Employees who qualify under this FMLA provision are eligible to receive up to 26 weeks of unpaid FMLA leave to care for a covered service member. A covered service member is: (1) a current member of the Armed forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. \*\*\* Or (2) a veteran

who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. \*\*

\*\*The FMLA definition for "covered active duty" requires that the deployment must be to a foreign country to qualify for FMLA leave.

\*\*\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition." The definition of serious injury or illness for a current service member and covered veterans includes injuries or illnesses incurred by a covered service member in the line of duty and injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.

### State Family Military Leave

Spouses or parents of persons called to military service lasting 179 days or longer are also entitled to take an unpaid leave of absence under Nebraska law. If a family member of a service member is eligible for leave under both the federal FMLA and the Nebraska family military leave law, the leave will be deemed to run concurrently (counted toward the employee's entitlement under both laws).

### **USE OF LEAVE:**

Accrued paid sick and vacation leave will be substituted for unpaid leave first, but will run concurrently with the period of unpaid leave available under the act. Once the paid leave is exhausted, unpaid leave will be used and run concurrently with the period of unpaid leave available under the act. The FMLA year runs on a "rolling calendar" year.

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

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** You may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- You ordinarily must provide 30 days advance notice when the leave is "foreseeable." When this is not possible, your obligation is to provide as early of notice as is practical.
- The District may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at District expense) and a fitness for duty report to return to work.
- Upon notice of a request for leave and determination of the employee's eligibility for FMLA leave, superintendent will notify the employee of the eligibility determination. For eligible employees, the notice will include the date the leave begins, the maximum amount of FMLA

leave available, any requirements to provide medical certifications, and other information as required by law.

- For covered active duty leaves, you must provide a copy of the military orders once they have been received, your obligation is to provide as early of notice as is practical.
- For covered active duty leaves for Rest and Recuperation (up to 15 days), you must provide a copy of the military member's Rest and Recuperation leave orders, or other military-issued documentation.

#### JOB BENEFITS AND PROTECTION:

- d) For the duration of FMLA leave, the District will maintain your health coverage under any "group health plan". The District and the employee continue to pay their respective portions of the premium during FMLA leave.
- e) Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- f) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave.



## EMPLOYEE ABSENCE

**PLEASE COMPLETE AND GIVE TO MRS. TREMAYNE OR MRS. UHL ANYTIME YOU WILL BE OUT OF YOUR CLASSROOM, WHETHER YOU HAVE A SUB OR NOT.**

**YOU MUST TURN IN BY THE DAY PRIOR TO YOUR ABSENCE.**

DATE OF ABSENCE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

REASON FOR ABSENCE: (please check one)

\_\_\_\_\_ Personal

\_\_\_\_\_ Professional (Name and location of meeting or workshop you are attending) \_\_\_\_\_ (Do not include field trips or contests in this category – They should be considered Other)

To be completed by the principal for Professional Days Only:

Charge to the Following Grant:

Reap Grant \_\_\_\_\_

Other Grants (Specify Name) \_\_\_\_\_

\_\_\_\_\_ Bereavement (See Negotiated Agreement for qualifications)

\_\_\_\_\_ Sick (You may use sick days for illness in the immediate family – See Negotiated Agreement)

\_\_\_\_\_ Other – Field Trips – Competitions (Please Explain)

\_\_\_\_\_

SUBSTITUTE NAME: \_\_\_\_\_

To Be Completed by the Principal:

Comments: \_\_\_\_\_

Paid: \_\_\_\_\_ Dock: \_\_\_\_\_

Approval required by Principal and Superintendent:

Principal Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Homer Community School District**  
**Personnel File Access Request Form**

**Name:** \_\_\_\_\_

Employee personnel files are school district records and are considered confidential records. Therefore they are not generally open to public inspection or accessibility. Employees of the Homer Community School District may review their Personnel Files according to Board of Education Policy 402.06 Employee Records. The review is not to include letters of reference.

The time and location of the review may be arranged by contacting the superintendent or business manager and will be at a time that does not require the employee to supervise or instruct students. An employee can request that items from the Personnel File, excluding letters of reference, be copied and given to the employee. The district has the right to charge a reasonable fee for each copy made.

\_\_\_\_\_

My signature indicates my request to schedule a time to review my Personnel File.

**Employee Signature:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING IS TO BE COMPLETED BY DISTRICT OFFICE PERSONNEL**

**Date for Personnel File Review:** \_\_\_\_\_

**Time for Personnel File Review:** \_\_\_\_\_

**Location for Personnel File Review:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_