2026-2027

TEACHER HANDBOOK

TABLE OF CONTENTS

INTENT OF HANDBOOK **4**
MEMBERS OF THE BOARD OF EDUCATION 5
ADMINISTRATIVE STAFF 5
TEACHING STAFF 5
SUPPORT STAFF 6
SCHOOL CALENDAR 2026-2027 ..... **7**
HOURS **8**
CERTIFICATED EMPLOYEE WORKDAY **8**
LUNCH PERIODS **8**
SEVERE WEATHER AND SCHOOL CANCELLATIONS **8**
NONDISCRIMINATION STATEMENT **9**
EQUAL OPPORTUNITY **10**
EMPLOYEE GRIEVANCES **10**
EMPLOYEE OUTSIDE EMPLOYMENT **10**
DATING VIOLENCE **11**
ATTENDANCE **12**
ANNOUNCEMENTS **12**
PASSES **12**
DISPENSING MEDICATION **12**
LEAVES **12**
LEAVE 13
PERSONAL LEAVE 13
MATERNITY/PATERNITY LEAVE 13
SICK LEAVE 13
TEACHERS AS SUBSTITUTES 13
TEACHER ABSENCES ON SNOW DAYS 13
HARASSMENT BY EMPLOYEES **13**
CHILD ABUSE **13**
DISCIPLINE **13**
DRUG AND ALCOHOL POLICY **14**
DRUG-FREE WORKPLACE 14
SMOKE AND TOBACCO-FREE WORKPLACE 14
DETENTION **14**
SUSPENSION **15**
ATTITUDES TOWARD STUDENTS **15**
TEACHERS' MEETINGS **15**
GRADES **15**
SUBMISSION OF REQUESTS **15**
USE OF BUILDING **15**
PARENT-TEACHER CONFERENCES **16**
CLASSROOM ENVIRONMENT **16**
CLASS DISMISSAL **16**
BUILDING APPEARANCES **16**
MAINTENANCE/CLEANING REQUESTS **16**
BULLETIN BOARDS **16**
ACTIVITIES **16**
TEXTBOOK AND ROOM INVENTORY **17**
SCHOOL RECORDS **17**
MAIL **17**
STUDENT PROPERTY **17**
SUPERVISION AFTER HOURS **17**
ACTIVITY GUIDELINES **17**
RESPECT **17**
LEAVING YOUR ROOM UNATTENDED **18**
CLASSROOM CONDUCT **18**
GENERAL SUPERVISION **18**

SUPERVISION OF ACTIVITIES **18**
LEAVING THE BUILDING **19**
SALESMEN, SOLICITORS, AND VISITORS **19**
SCHOOL PUBLICITY **19**
STUDENT REFERRAL **19**
BUILDING SECURITY **20**
MONEY MAKING PROJECTS/FUND RAISERS **20**
TRANSPORTATION **20**
VIDEO SURVEILLANCE **20**
WEAPON-FREE WORKPLACE **20**
REQUISITION **21**
PO PROCESS 21
REQUESTS FOR PURCHASE 21
USE OF SCHOOL TELEPHONE **21**
USE OF CELL PHONES **21**
CHECKING OUT EQUIPMENT **21**
LINES OF COMMUNICATION **22**
CONVOCATIONS **22**
TEACHER EVALUATIONS **22**
HOMELESS CHILDREN AND YOUTH **22**
NOTIFICATION OF RIGHTS UNDER FERPA **24**
NOTICE CONCERNING DIRECTORY INFORMATION 24
ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION 24
EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT **25**
PERSONAL AND PROFESSIONAL CONDUCT **27**
PROFESSIONAL ETHICS STANDARDS 27
EVALUATIONS 28
ROLE MODEL 29
RELATIONSHIPS 31
PROFESSIONAL ATTIRE 32
EMPLOYEE CONDUCT AND APPEARANCE *32*
STAFF PROPER DRESS *32*
PRIVATE TUTORING 33
OUTSIDE EMPLOYMENT 33
SAFE TRANSPORTATION 33
INTERNET SAFETY AND ACCEPTABLE USE POLICY 34
MULTICULTURAL FORM **38**
PROFESSIONAL GROWTH **39**
ACCEPTABLE USE OF COMPUTERS AND NETWORKS **42**
COMPUTER USAGE FORM **43**
RECEIPT OF THE 2026-2027 TEACHER HANDBOOK **44**

WELCOME NEW TEACHERS AND THOSE RETURNING! WE HOPE THIS WILL BE A HAPPY, SUCCESSFUL YEAR FOR EVERYONE, AND OUR COMBINED EFFORT SHOULD MAKE IT SO. PLEASE READ THIS HANDBOOK, AND KEEP IT FOR REFERENCE, AND DO FEEL FREE TO MAKE SUGGESTIONS TO THE ADMINISTRATION, WHICH MIGHT MEAN IMPROVEMENTS IN ANY AREA.

Intent of Handbook

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

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

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

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

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2026-2027 and subsequent school years unless replaced by a later edition.

Members of the Board of Education

Name	Office
John Mandl	President
David Morfeld	Vice President
Rob Hupp	Treasurer
Amanda Tomasek	Honorary Secretary
Shad Pohlman	Member
Brian Wehner	Member

Administrative Staff

Name	Position
Darren Soucie	Superintendent/Board Secretary
Micah Buller	Secondary Principal Grades 7-12
Sarah Remm	Elementary Principal Grades K-6

Teaching Staff

Name	Department	Grades
Taryn Janke	Art	K-12
Meredith Jessen	Spanish	K-12
Austin Brown	Music	K-12
Morgan Schwartz	Agriculture/Foods	7-12
Jacob Blum	Social Studies	7-12
Teresa Christensen	American Government/Economics	7-12
Tara Padilla	Library	K-12
Brittney Lechner	English	7-12
Matthew Reeves	Mathematics	7-12
David Ernesti	Mathematics	7-12
Zach Nathan	Band	5-12
Matthew Peter	Physical Education	5-12
Sedrick Svehla	Physical Education/Health	K-4/7-8
Rick Spotanski	Computer Coordinator	7-12
Kathy Meyer	Special Education	7-12
Jennifer Braithwait	5/6 Special Education/Social Studies	5-6
Tyrone Hubbard	Industrial Technology	7-12
Thomas McKie	Science, Chemistry	7-12
Matthew Alexander	Science, Biology	7-12
Karla Renn	Business	7-12
David Stoddard	Activities Director/K-4 Guidance	K-12
Stacy Hardy	Guidance	5-12
Braska Grundmayer	English	7-12
Michelle Hasebroock	5th Grade	5
Elizabeth Christensen	5th Grade	5
Bobbi Jo Domogalla	6th Grade	6
Annette Soucie	Pre-School	PK
Logan Evans	3rd Grade	K-4
Jamie Blum	4th Grade	K-4
Bailey Svehla	4th Grade	K-4
Morgan Remm	Special Education	K-4
Lisa Holoubek	School Nurse	K-12
Lorry Morfeld	Title I/Reading Specialist	K-4
Janelle Peter	Kindergarten	K-4
Stephanie Wurdinger	Kindergarten	K-4

Rebecca Spotanski	2nd Grade	K-4
Greg Wegner	6th Grade	K-4
Tessa Wegner	1st Grade	K-4
Sharon Schroeder	3rd Grade	K-4
Jennifer Flood	2nd Grade	K-4

Support Staff

Name	**Building**	**Position**
Shelby McCleary	5-12	Administrative Secretary
Samantha Farrier	5-12	Principal's Secretary
Jodie Arens	5-12	Activities Secretary
Kimberly Wehner	K-4	Principal's Secretary
Kelsey Rojas	5-12	Guidance Secretary
Kevin Armbruster	PK-12	Head Of Custodians
Jason McCleary	PK - 12	Head of Operations
Mercy Sterns	5-12	Custodian
Herminia Wostrel	5-12	Custodian
Annabelle Frasch	5-12	Custodian
Norma Galvez-Gonzalez	K-4	Custodian
Evelyn Koch	5 -12	Food Service/Custodian
Raeann Patterson	5 -12	Teacher's Aide
Cindy Settje	5-12	Accompanist
Dallas Heppner	PK-12	Bus Driver
Becky Houdek	PK-12	Bus Driver
Mary Reese	PK-12	Van Driver
Jesus Espinoza	PK-12	Van/Bus Driver
Carol Thelen	PK-12	Food Service Supervisor
Lisa Vogel	5-12	Teacher's Aide
Susan Kai	5-12	Teacher's Aide
Tamara Rasmussen	5-12	Teacher's Aide
Sylvia Sherman	PK	Teacher's Aide
Kenna Hellbusch	PK	Teacher's Aide
Kiki Reese	K-4	Teacher's Aide
Kendra Patterson	K-4	Teacher's Aide
Kyra Whitman	K-4	Teacher's Aide
Lynette Mandl	Elementary	Food Service
Jason Sothan	Elementary	Food Service
Diana Gaskill	Elementary	Food Service

School Calendar 2026-2027

2026-2027 STANTON COMMUNITY SCHOOLS **CALENDAR**

KEY
New Teacher Inservice
Prek Only Status
No School
Parent - Teacher Conferences
No School; Full Day Staff Development
1:20 Early Out; Staff Development/Grades

July 2026

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

January 2027

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

January — SD 2, S 18, T 20

- 1 Christmas Break
- 4 No School;
  - Staff Development/Grades
- 5 School Reconvenes
- 18 No School - Mid-Winter Workshop

August — SD 3.32, S 13, T 16

- 7 New Teacher Inservice
- 10-12 No School; Staff Development/Work Day
- 13 School Begins - 11:35 Dismissal
- 19 First Day of Pre-School
  - Pre-School Early Dismissal 11:35

August 2026

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

February 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	31
7	8	9	10	11	12	13	32
14	15	16	17	18	~~19~~	20	33
21	22	23	24	25	26	27	34
28							

February — SD 0.32, S 19, T 19.5

- 3 1:20 Early Dismissal; Staff Development
- 11 PK-6 No School - PT Conferences
- 11 7-12 P/T Conferences (2:30-7)
  - 1:20 PM Early Dismissal
- 18 Pre-School - No School
- 19 No School;
  - Winter Break/.5 PT Comp Day

September — SD 1, S 20, T 21

- 7 Labor Day - No School
- 28 No School; Staff Development

September 2026

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

March 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	35
7	8	9	10	11	12	13	36
14	15	16	17	18	19	20	37
21	22	23	24	25	26	27	38
28	29	30	31				39

March — SD 0, S 16, T 16

- 5 3rd Quarter Ends = 42 days
  - 1:20 Early Dismissal; Grades
- 8-12 No School - Spring Break
- 25 Pre-School - No School
- 26 No School - Easter Break
- 29 No School - Easter Break

October — SD 0, S 21, T 21.5

- 7 PK-6 No School - PT Conferences
- 7 7-12 PT Conferences (2:30-7)
  - 1:20 PM Early Dismissal
- 16 1st Quarter Ends = 45 days
  - 1:20 Early Dismissal; Grades
- 22 Pre-School - No School
- 23 No School; Fall Break/.5 PT Comp Day

October 2026

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

April 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	40
11	12	13	14	15	16	17	41
18	19	20	21	22	23	24	42
25	26	27	28	29	30		43

April — SD 0.64, S 22, T 22

- 7 1:20 Early Dismissal; Staff Development
- 21 1:20 Early Dismissal; Staff Development

November — SD 0.32, S 18, T 18

- 4 1:20 Early Dismissal; Staff Development
- 25-27 No School – Thanksgiving Break

November 2026

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

May 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	44
9	10	11	12	13	14	15	45
16	17	18	19	20	21	22	46
23	24	25	26	27	28	29	47
30	31						

May — SD 0, S 14, T 15

- 5 Last day for seniors
- 8 Graduation - 2:00 p.m.
- 13 Last Day of Pre-School
- 20 4th Quarter Ends = 47 days
  - 2nd Sem. Ends = 89 days
  - Last Day - 11:35 Early Dismissal; Grades
- 21 Teacher Checkout Day
- 31 Memorial Day
- 21-28 Snow Makeup Days (if needed)

December — SD 0, S 16, T 16

- 22 2nd Quarter Ends = 43 days
  - 1st Sem. Ends = 88 days
  - 1:20 Early Dismissal; Grades
- 23-31 Christmas Break
- 23-27 NSAA Five-Day Moratorium
  - No NSAA activities

December 2026

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

June 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	48
6	7	8	9	10	11	12	49
13	14	15	16	17	18	19	50
20	21	22	23	24	25	26	51
27	28	29	30				52

Student Contact Days.....	177
Teacher Contract Days.....	185

Updated 4/21/2026

Board Approved - February 9, 2026

.....ERROR! BOOKMARK NOT DEFINED.

HOURS

LET'S BE PROMPT! Tardiness in reaching school or classrooms results in many problems. Teachers are to be in school by 7:40 a.m. Most of this time should be spent in your room so students are able to see you.

All teachers are expected to be prompt to their classroom assignment and are to be in their assigned area when the bell rings. Teachers are expected to aid in controlling the congestion in the hall during the break between classes by stepping out the doorway. You need to be in your doorway to observe your own classroom. Please be in the doorway when the 8:00 a.m. bell rings to greet your students.

All teachers are to remain until 3:50 p.m., unless they have coaching or other school assignments. Anyone leaving before this must sign out in the office. Punctuality is indicative of character and is considered when a recommendation is requested. Teachers are required to be at school by 9:40 a.m. on 10:00 a.m. late starts. Any other late starts, teachers should arrive 20 minutes prior to the start time. (Policy No. 4004)

CERTIFICATED EMPLOYEE WORKDAY

The workday for certificated employees shall begin each day of the school year at a time established by the superintendent. Certificated employees who are employed only during the academic year shall have the same workday as other certificated employees. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

Certificated employees are to be in their assigned school building during the workday. Advance approval to be absent from the school building must be obtained from the principal whenever certificated employees must leave the school building during the workday.

The building principal is authorized to make changes in the workday in order to facilitate the education program. These changes shall be reported to the superintendent.

The workday outlined in this policy is a minimum workday. Nothing in this policy prohibits certificated employees from working additional hours outside the workday.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding workday of such employees shall be followed. (Policy No. 4004)

LUNCH PERIODS

Teachers will usually eat during one lunch section during fifth period. Check the schedule to determine when you may eat.

Elementary Teachers will eat during the 30-minute timeframe they have when their students are eating lunch and participating in recess activities.

Severe Weather and School Cancellations

The Superintendent of schools is authorized by the board of education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations, along with text, phone calls and email alerts.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

EQUAL OPPORTUNITY

Stanton Community Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the districts' established equal employments opportunity and affirmative action policies. Employees shall be given notice of this policy annually. (Policy No. 4002)

EMPLOYEE GRIEVANCES

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal, or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in presence of other employees, students, or outside persons.

A formal grievance procedure is contained in the negotiated contract between the employee's certified bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure. (Policy No. 4003B and/or 4240)

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employments.

It shall be the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Dating Violence

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

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

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

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

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

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. (Policy No. 5420)

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

ATTENDANCE

Attendance is taken at the start of every class in grades 7-12. Grades of K-6, however, attendance is taken at the start of each day and in the afternoon using Infinite Campus. Teachers of 7 -12 students will use Infinite Campus to take attendance electronically every class period. Any tardy students should be sent to the office. For an excused absence, a student will be given at least two school days for each day missed to complete make-up work. If not completed in this time, the student will receive no credit for the work. If a student is absent on the day of a quiz or test, the student will make it up the day he/she return to school if he/she had knowledge as to the day of the quiz or test.

Teachers are expected to work with students when they return and not simply instruct the student to "get the assignment from a classmate."

ANNOUNCEMENTS

Please have your announcement turned in by 3:35 p.m. the day prior to it appearing in the bulletin so it can be added to the announcements for the next morning. **Announcements will be submitted through a Google form only -** http://goo.gl/uJ9Vt. Teachers must be certain to note the dates that you want these on the announcements. If you have any questions about them, consult the office so there will be no misunderstanding.

PASSES

Unless it is an emergency, no student is ever to leave the library or class without a pass. This pass shows the student's name, time of departure, destination, and purpose of his/her leaving. The teacher whose room he/she leaves must initial it, and when he/she is ready to return it is signed AND THE TIME NOTED by the teacher who he/she is leaving. There is rarely a reason for a student to leave your classroom, but if he/she has a legitimate reason, be sure to give him/her a pass. If you need to detain a student after class, be sure to give him/her a pass to assure admittance to the next class.

Students are not allowed in the teacher's lounge under any circumstances! Teachers are NOT to give a student permission to do so.

DISPENSING MEDICATION

Teachers are not permitted to give any medication to students. 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 or the nurse and are to be stored in the office. Medical procedures are not to be administered in the classroom. These procedures are to be done in the office. (Policy No. 6910)

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

**The Nebraska Department of Health recommends that students with a suspicious skin rash must be seen and diagnosed by a physician before being re-admitted to school.

LEAVES

No personal leaves, except in emergencies, will be granted immediately before or after vacations. Vacations are defined as three or more consecutive school days when school is not in session. In case of a teacher's illness, please call Mr. Buller (grades 5-12) at home between 6:00 a.m. and 6:45 a.m. at (402)874-0424 or Mrs. Remm at (402) 640-1956. If you know the night before that you cannot be in school the next day, a call in the evening is appreciated.

Any teacher who knows ahead of time that he/she will be gone due to personal or professional leave is to let the Principal know well in advance. The Principal will take care of finding substitutes or make other arrangements when illness or other emergencies occur. Teachers who take other teachers home room or classes (in school substitution) are paid by the period if they have a full load of six periods or duty of their own. In-school substitution forms are available in the office.

LEAVE

The teacher is responsible to fill out absence forms and sign them. Substitute teachers are asked to sign the absence form before leaving on the day they substitute taught.

PERSONAL LEAVE

Teachers requesting personal leave must notify the administration at least two days prior to taking the personal leave unless an emergency has occurred which required the teacher to take personal leave. Personal leave may only be taken provided a substitute teacher may be located. Copies of absences are returned to all teachers. Please review them to make sure all absences are correctly marked.

MATERNITY/PATERNITY LEAVE

Maternity and Paternity leave shall be granted for the birth of a child, the adoption of a child, or the placement of a foster child as stated in the negotiated agreement. For more detailed information, see your current negotiated agreement.

SICK LEAVE

Sick leave shall be granted as stated in the negotiated agreement. Sick leave days may be used for sickness of spouse, child, and up to five days for other family members without payment of substitute teacher.

TEACHERS AS SUBSTITUTES

Staff members can be assigned to substitute teaching by the Principal provided all efforts have been made to find a substitute teacher and in case of an emergency absence by a teacher. Teachers will be compensated as stated in negotiated agreement.

TEACHER ABSENCES ON SNOW DAYS

Should school be dismissed for snow before the scheduled time for school to begin, teachers are not expected to be at school. However, be prepared to make up those days through in-service activities. We have an obligation to the school district to meet the expectations of our contract.

HARASSMENT BY EMPLOYEES

Harassment of employees, students, volunteers, or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability, and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. 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 superintendents or board. This refers to board policy 4003 & 5401.

CHILD ABUSE

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period”. (Policy No. 5402)

DISCIPLINE

Discipline concerns involve every one of us. As a teacher, you have authority over every student not just those in your classroom. Don’t ever hesitate to stop trouble in halls, lunchroom, restrooms, etc. If you feel a nearby

classroom is too noisy and is disturbing your class, tell the Principal or talk with the teacher who is allowing the noise. Many times, noise increases in a classroom and we really aren't aware of it, so we must be sensitive to those in other rooms. A student who is interested in the work he is doing will seldom be a discipline problem. It is the teacher's responsibility to motivate the student. When the student does not show interest, it is up to the teacher to try and gain the student's interest. Learning can take place only when the teacher has the student's attention.

DRUG AND ALCOHOL POLICY

If suspected use of tobacco, narcotics, or liquor occurs, handle it IMMEDIATELY by:

A. Approaching the individual for verification
B. Contacting appropriate officials. (School administrator, and possibly law enforcement.)

Drug-Free Workplace

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

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

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies. (Policy No. 4009)

Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (including electronic nicotine delivery systems), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program. (Policy No. 1120)

DETENTION

Teachers who wish to use a "ninth period" to enforce discipline may feel free to do so. The teacher who assigns the ninth period is to stay with the student or, if that is impossible, arrange for someone else to stay. This period is to run for 30 minutes before or after school is out. Shorter detention is usually no punishment at all. A student who is given a 30-minute detention may elect to stay the following night (or one mutually satisfactory to student and teacher) in order to make arrangements for transportation. However, riding a bus does not excuse a student from serving detention. **Intervention with the student should take place at the time a detention is being served. You need to let the student know what they did wrong and how you want it corrected. A call home is necessary.**

SUSPENSION

All students are responsible for their own conduct. Every teacher is a disciplinarian and has every right to require good behavior anywhere in the school building and at school functions. If a student is considered to be a disruptive influence in his/her classroom, the offending student should be directed to leave the room and report to the office. The administration encourages each individual teacher to handle his/her own discipline problems if at all possible. Be responsible, fair and firm.

As you are aware, lawmakers and courts have become very strict in demanding students' rights, due process, etc. To suspend a student, we are expected to be able to document the cause(s) in writing. Sometimes a student is suspended not only for one incident but also because of a long series of incidents. If you have students who you feel may sometime deserve suspension, keep a written record of incidents, complete with dates. This should give a brief sketch of the student's behavior. Please remember that only the Superintendent or Principal -- not a classroom teacher - - is allowed to impose in-school suspension, except for a single class.

FOLLOW THIS DISCIPLINE GUIDELINE:

1. Teacher disciplinary measures are:
    a. Verbal warnings
    b. Contact parents
    c. Seeing student after school
    d. Other disciplinary measures
    e. Make referral to student assistance team
2. Bring report to Principal.
3. The appropriate consequences will be dealt with by the principal.

ATTITUDES TOWARD STUDENTS

Every student should be treated with respect. The teacher should never lose sight of the fact that the school was created to help the student develop and grow into a capable person. Situations may develop that try our patience. There are ways to solve these problems. The student must still be treated with respect. All students deserve the same treatment and attention. A teacher should never show favoritism. Secondary students are not college students. They cannot be given freedom or responsibility of college students. You cannot treat them as equals or pretend to be the same age as a student. Popularity is not the goal of teaching. Neither is it necessary to do things to make yourself disliked. You do not share your professional and personal problems with your students. This creates an image of the teacher that is not healthy for good learning. Share those problems with your colleagues and Principal.

TEACHERS' MEETINGS

Staff meetings will be held monthly at 7:40 a.m. **ALL** teachers are expected to be present for the meetings, unless they are absent from school or have made prior arrangements.

GRADES

See Assessment Protocol

SUBMISSION OF REQUESTS

All requests such as field trips, bus requests, request for purchase, calendar activity, absence forms, etc.; the teacher – not by the office personnel, submits.

USE OF BUILDING

The school has many of its activities in the gym, library, etc. Each teacher must schedule any activity on the school calendar in the Principal's office. This is done by emailing or speaking with the building Principal and gaining approval before the activity will be recorded on the calendar. **After any event the sponsor is to see that all lights are out, and doors closed and locked.** Coaches and physical education teachers are to make sure that the dressing rooms are not left in an untidy state. Athletic and physical education equipment should not be left in the gym unless it can be locked up or otherwise secured. Physical education equipment, particularly, will need to be carried back and forth. (Policy No. 4016)

PARENT-TEACHER CONFERENCES

Parent/Teacher Conferences will be conducted twice a year (fall & spring). The purpose of the Parent/Teacher Conference is to orally communicate with the parent the student's academic strengths and weaknesses. Teachers are required to be at parent-teacher conferences from the start to the end unless prior arrangements are made with the administration.

Classroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

CLASS DISMISSAL

TEACHERS DISMISS CLASSES; CLASS BELLS DO NOT. Classes should not be dismissed before the bell. The first day insist that students do not dash out of your room until YOU dismiss them. This will discourage stampedes, and your presence at the door will help to control behavior in the halls.

BUILDING APPEARANCES

Please take pride in the building and in your classroom in particular. This includes keeping the room neat and providing something of interest such as pictures, bulletin boards, plants, etc. Please make an extra effort to keep the teachers work area and lounge neat and tidy. Your room must be locked at night and any time that you will be out for more than a few minutes. BE PARTICULARLY CAREFUL ABOUT SECURING TESTS, ANSWER BOOKS, GRADE BOOKS, ETC. We need to cooperate with the custodians at all times. If something needs repaired, fill out maintenance requisition online.

MAINTENANCE/CLEANING REQUESTS

We need to cooperate with the maintenance personnel at all times. Please communicate with your building principal for any maintenance and custodial needs.

BULLETIN BOARDS

There are several areas in the hallways and in the classrooms where bulletins may be placed. Please make good use of them by displaying/hanging signage about your upcoming meetings/activities events to spread awareness throughout the school. Please keep bulletin boards up to date and remove posters and signs immediately after the event is over. Posters and signs hung in the hallway must have the building Principal's approval and signature.

ACTIVITIES

The master schedule for events will be kept in the Principal's office. All sponsors should plan their events as far in advance as possible and proceed no further until you have secured a date with the Activities Director well in advance.

A sponsor or coach should never schedule school activities on Wednesday's after 6:00 p.m. That time is reserved for church activities. The only exception is when district or conference activities require our participation on Wednesday's.

When a teacher plans to take students from school, he/she should make a complete list of students who will be absent at least **FIVE DAYS BEFORE** the event. If names are added to or deleted from the roster, the teacher should give such a memo to all teachers and to the Principal's office. It is very important that we know EXACTLY WHAT TIME students are to leave and return. If they will be going about midday, be sure to make it known whether students will eat hot lunch here, and whether they need to be included in the lunch count.

Students are to make up their work BEFORE leaving to participate in school events. If a student has not made up such work, his/her teachers should demand that he/she be left at school.

This, however, places extra responsibility on the sponsor. The sponsor must see to it that the list of students leaving gets out at least FIVE days prior to the event so teachers are able to give assignments and students can get the work done before they depart.

TEXTBOOK AND ROOM INVENTORY

ALL school purchased materials must be inventoried. This is for insurance purposes. Textbooks are numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Be sure to keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the books show abuse (other than normal wear) assess a fine that you consider is fair. Grades will be withheld until the fine is paid. INSIST THAT STUDENTS PUT COVERS ON THEIR BOOKS BY THE END OF THE FIRST WEEK AFTER RECEIVING THEM.

SCHOOL RECORDS

The Guidance Counselor keeps cumulative folders on every student, and teachers are urged to consult with the counselor about such records any time it may help in understanding a student. Permanent records are kept in the Guidance Office. Should you need to look at such a record, ask the Counselor to get it out for you, and they will put it back. TEACHERS ARE NOT ALLOWED TO TAKE RECORDS FROM THE FILE.

MAIL

Each teacher has a mailbox located in the teacher workroom. Please check for mail each morning and also later in the day if possible. If something requires your attention, it is to everyone's advantage that you answer promptly.

STUDENT PROPERTY

While the school is not directly responsible for loss of student property by theft, we do have a duty to protect students' belongings as much as possible. It is imperative that coaches and physical education teachers attempt to provide a foolproof system for protecting valuables.
SECURING VALUABLES IS YOUR RESPONSIBILITY. For physical education, sports practice, and all activity contests, let's make this a priority.

SUPERVISION AFTER HOURS

A teacher is never to allow students to use any part of the school building or auditorium before or after school unless the teacher is there to supervise. The teacher should be the last to leave the building following any activity, practice, or game. Whether it is a coach, class sponsor, drama club, etc., the sponsor is totally responsible for the group he/she is in charge of. The sponsor should remain with the group at all times. Be sure that guidelines are given prior to the activity. Be sure the group knows if it is a "school sponsored" activity and that all school rules apply. (Policy No. 5303)

ACTIVITY GUIDELINES

All rules enforced during school are applicable during activity trips. Students should remain together and, in a group, as much as possible. Sponsors of all activities and all coaches must be certain that students and their parents have received guideline information. This includes such activities as speech, drama, and music, as well as sports. This assures us that students and parents are aware of their responsibilities and requirements. Distribute these to your group and see to it that a signed receipt is returned to you. The person it is protecting MAY BE YOU. (Policy No. 5101)

RESPECT

It will be to your disadvantage if you become a buddy to any student. Remember that your job is a business type commitment. Vince Lombardi once said, "The true measure of any person is their commitment to excellence." You will gain respect from all students if you keep this in mind. Working with students often becomes a big challenge. Don't let this get the best of you. You must have good discipline at all times. You, not the student, are in charge of your classroom.

LEAVING YOUR ROOM UNATTENDED

NO TEACHER IS TO LEAVE THEIR CLASSROOM UNATTENDED WHILE STUDENTS ARE IN ATTENDANCE. Only in an extreme emergency is this an exception. Remember that you are liable if an altercation occurs while you are gone. If you must leave (emergency), have someone cover for you.

CLASSROOM CONDUCT

Good control in the classroom is vital to a good learning situation. However, that type of discipline is desired which develops responsible self-control and direction on the part of the students. The immediate responsibility for the classroom control rests with the teacher. **Most cases of discipline and those of minor matters can and <u>should</u> be a classroom matter and a solution resolved at that level.** If a teacher finds it advisable to seek help in matters of discipline, they may be referred directly to the Principal. Post discipline rules for your classroom and make sure every student has a copy of them. Make sure substitute teachers have access to your rules. A copy of your classroom rules must be on file in the Principal's office by the end of the first week of each school year.

GENERAL SUPERVISION

Teacher responsibilities extend beyond the confines of the classroom. Teachers should be at their classroom door to supervise halls during each passing period. Attention should be focused on students who are inclined to deface or destroy school property or equipment, such as walls, woodwork, carpet, desks, and tables. Smoking/Vaping in and around the building or at other activities on the part of the student should be detected and reported immediately. We ask that staff members be aware of their responsibilities for the conduct and well-being of students during school hours, before and after school in the building, and in the area around the building.

SUPERVISION OF ACTIVITIES

RESPONSIBILITIES OF ALL COACHES OR PEOPLE IN CHARGE OF EXTRA DUTY ACTIVITIES

Students in the school building or participating in school sponsored activities outside the building must at all times be under the supervision of a certified staff member. This includes regular school days, before school, during activities and after the close of the regular school day at every function. (Policy No. 5303)

1. Teacher in charge of the extra duty activities must stay with their people until the building is empty. Make sure that all lights are out and doors are locked if the extra activity occurs before or after school.
2. If it is a coaching activity where the showers or locker rooms are used, the coach is in charge and responsible for the activities in the shower and locker rooms. Don't allow the shower room to become a mess. Soap, food, and food wrappers have no place on the floor of the shower room. When the student/athletes are done with the shower, it is your responsibility to check to see that the shower room and locker room are left clean.
3. It is necessary that all coaches and sponsors of extra duty activities maintain an equipment supply inventory and an inventory of all supplies and materials that they have available. Also, they should note or keep track of what happens to every item on their inventory (such as sold, missing, used, etc.).
4. It is the coach's responsibility to see that proper medical facilities are available and if any type of accident occurs, it is the coach's responsibility to maintain and care for that person until such time as properly trained individuals or the parents take over this responsibility.
5. The coaches are to be sure that all facilities, buses, and equipment needed for particular activities have been properly secured whether by request from the activity director, building Principal or Superintendent.
6. Coaches and other sponsors of activities are to remember the basic philosophies of our school system - - those being that athletics are an integral part of our educational process and should be made available to as many students as possible with the maximum amount of success attained from each group. At the 7th, 8th, 9th, and junior varsity level, the philosophy of the school system is that the more people involved, and the more people integrated into an

activity, the better job the individual is doing. These are exploratory type activities and every child that has a desire to participate in this should be given an opportunity to do so.

LEAVING THE BUILDING

Teachers who wish to leave the building during school hours, or who wish to leave early after school, are asked to let the Principal know and sign out on the sign out sheet. (Policy No. 4006)

SALESMEN, SOLICITORS, AND VISITORS

Teachers are not to be disturbed during class time unless the Principal gives prior approval. Visitors must pick up a pass in the office to be in the building. (Policy No. 4014)

SCHOOL PUBLICITY

If you are concerned about giving recognition for work and activities involved in, feel free to share this information with the school newsletter or local city newspaper. We should be willing to furnish the community with many positive things accomplished at our school every day. All material to be submitted to the paper for publishing should be approved by the administration. (Policy No. 1000)

STUDENT REFERRAL

The school district's mission is to provide a positive learning environment for all students to succeed. As part of the school district's effort to fulfill this mission, a Student Assistant Team (SAT) has been developed. The Team provides teachers and parents with the means necessary to resolve student academic and/or behavior difficulties, so students can master learning goals. SAT encourages and supports open and honest communication with teachers to accomplish this purpose. (Policy No. 6600)

A step-by-step process has been developed to identify student performance and provide possible solutions to problems. The process begins with the teacher. The steps are:

1. Guidelines found within a Performance Improvement Plan are to be attempted by the teacher.
2. If student improvement does not occur, the completed plan is to be submitted to SAT as a referral.
3. SAT may gather additional information to determine the next course of action. That action may result in the creation of
    A. a SAT Performance Improvement Plan (PIP)
    B. a SAT 504 Performance Improvement Plan (504 PIP)
    C. a 504 Accommodation Plan
    D. a Student Exit Plan from Special Education Services
    E. a list of recommendations
    F. other methods to allow students to succeed

Contact any SAT member and obtain the Performance Improvement Plan document if you have concerns with a student's academic and/or behavioral progress. A few weeks may be required before referral results are determined.

BUILDING SECURITY

1. Keys are to be used by you - - NOT STUDENTS.
2. Do not duplicate any keys.
3. Doors- - Keep your own room locked. When in the building working with students, make sure all doors are secured after they have left.
4. Who is eligible to be in the building:
    a. Only students that you work with directly.
    b. No alumni are to be in the building unless first cleared by the administration.
    c. Teachers who have their own group in the building must maintain control of that group.
    d. Any staff member who has to use the building strictly for personal reasons must first notify the Principal's office.
5. Locker rooms are to be locked at all times. Students are to use them only for dressing purposes.

MONEY MAKING PROJECTS/FUND RAISERS

All money-making projects must be brought to the administration for final approval. A project may be canceled if not approved first. No projects will be okayed unless it has been approved through the Principal's office.

TRANSPORTATION

Requests for school vehicle usage should be submitted to Mr. Buller for approval 1 week in advance using the following link http://tinyurl.com/9fmk6dk. Approval for mileage reimbursement for the use of personal vehicles must be obtained from the administration prior to the date of usage!

The following is the policy for transportation of both certified and non-certified staff when transportation is required: School vehicles (vans) will be used, when available, in all instances which require transportation of staff to attend workshops, meetings, activities, etc. If a school vehicle (van) is not available, the school will reimburse the employee for using their own vehicle. Mileage will be paid at the district rate. Employees, who decide to use their own vehicle when a school vehicle is available, will NOT be reimbursed.

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. (Policy No. 3231)

WEAPON-FREE WORKPLACE

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

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

a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
b. The frame or receiver of any object described in the preceding example;
c. Any firearm muffler or silencer;
d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
e. Any bludgeon, sand club, metal knuckles, or throwing star;
f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2-1/2 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;

g. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun; and

h. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.

i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession or within reach (such as in the teacher’s vehicle), as well as in a teacher's desk, locker, briefcase, backpack, or purse.

REQUISITION

Books and supplies, which are needed, should be requested through the Principal’s office. We want teachers to have all necessary supplies and equipment that we can provide.

PO PROCESS

The following order of events need to be adhered to concerning electronic PO’s:

1. Request for purchase needs to be signed by the building principal and then by the superintendent.
2. Return request for purchase and all receipts for anything purchased to central office.
3. If you have requested a certain amount of money during the requisition process, i.e. music, you will need to fill out a PO to order.
4. If you did not have a purchase requisition completed in the spring, you will need to complete an electronic PO to be approved by the building principal and superintendent.

REQUESTS FOR PURCHASE

All items purchased must have a “Request for Purchase” in order to make the purchase. Any item including preview of books, athletic cloth ware, Weekly Reader, etc. must have approval prior to ordering. That approval is demonstrated through the signature on the form. <u>All checks received by any school employee shall be made out to the Stanton Community Schools and will be deposited in an activity account and a check made to the vendor.</u> Failure to follow use of the request for purchase may result in a denial for payment for by the school. All bills have to have the request for purchase in order for it to be paid.

USE OF SCHOOL TELEPHONE

The telephone is for school business purposes only. All personal calls should be made at a time other than the school day.

USE OF CELL PHONES

Employees shall not use personal cell phones for any non-school purpose between the hours of 7:40 a.m. and 3:50 p.m., unless you have administrative approval.

CHECKING OUT EQUIPMENT

Do not take any equipment from the school unless the equipment has been checked out through the building Principal. From time to time the school has had equipment come up missing and we need to take care of school property.

LINES OF COMMUNICATION

The classroom teacher is directly responsible to the Principal for all his or her activities carried on within or for the Stanton Community Schools. The Principal shall have the authority to assign specific responsibilities and duties. The teacher answers to the Principal, who answers to the Superintendent, who in turn answers to the Board of Education. These lines of communication must always remain open if we are to have a successful year. It is an extremely poor policy to go over one's head in trying to achieve one's goals. Following the chain of command is expected of all staff.

CONVOCATIONS

All teachers are required to attend convocation programs and aid in the supervision of the students. Teachers are responsible for these students in their care when the assembly is called. Please accompany and sit with your students.

TEACHER EVALUATIONS

Please see the Teacher Evaluation Protocol Handbook. (Policy No. 4150)

HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated liaison for identification of homeless children and for tracking and monitoring programs and activities for these children is the superintendent.

Homeless students are defined as lacking a fixed, regular, and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters
4. Are abandoned in hospitals
5. Awaiting foster care placement
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings
8. Are migratory children living in conditions described in previous examples.

District Residency: To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families' resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Placement: If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize or reasonable means according to district policy to determine the appropriate grade level for the child.

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records. The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations. Permanent exemptions for homeless students from the immunization requirement in this policy will be allowed only for medical, military or religious reasons recognized under the law.

Students defined in state law as homeless children shall be admitted without payment of tuition. Transportation of homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law. Each homeless student shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. (Policy No. 5418)

NOTIFICATION of RIGHTS UNDER FERPA

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.
They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.
3. The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION
The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student had the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former student without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION
The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teacher may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices and designates such student work as directory information and as non-education records. Each parent and eligible

student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

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

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

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

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

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

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

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

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned

medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose, or the Stanton Community Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

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

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

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

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

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

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

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

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

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Darren Soucie, Superintendent at (402) 439-2233. (Policy No. 4007)

PERSONAL AND PROFESSIONAL CONDUCT

Professional Ethics Standards

The Stanton Community Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District. (Policy No. 4190)

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
B. Shall not discriminate on the basis of race, color, national origin, religion, disability, age, sex, or other protected category.
C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

A. Shall permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make a reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Evaluations

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

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

A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
   a. The maximum penalty for the crime equals or exceeds six months incarceration;
   b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
   c. Conviction would impact performance of employee's job responsibilities, including offenses that:
      i. Would impact the responsibility to be a role model for students or relations with other employees of Stanton Community Schools;
      ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
      iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
   d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Stanton Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

   Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Stanton Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on Stanton Community Schools' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform Stanton Community Schools of any complaints or concerns about the operations of Stanton Community Schools using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of Stanton Community Schools and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote Stanton Community Schools' mission. Employees must ensure that all applicable laws and regulations are followed by Stanton Community Schools and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of Stanton Community Schools.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

Stanton Community Schools will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee

may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Relationships
It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others. (Policy No. 4025)

Professional Boundaries Between Employees and Students

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. 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.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance – verbal, written, or physical – towards a student.

- Showing sexually inappropriate materials or objects to a student.

- Discussing with a student sexual topic that are not related to a specific curriculum.

- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).

- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.

- 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.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.

- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.

- Giving gifts of a personal nature to a specific student.

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

Professional Attire
It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. (Policy No. 4131)

EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common-sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Certificated employees of the school district shall follow the code of ethics for their profession as established by the Nebraska Professional Practices Commission.

STAFF PROPER DRESS

It is very important that all teachers dress in a way that separates them from students. Proper dress or attire will set you apart from students and usually commands proper respect.

Following is a list of examples of attire that will not be considered appropriate on student instructional days, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin (midriff, legs, cleavage), underwear, underarm hair, or excessive chest hair.
- Headwear including hats, caps, scarves, and bandanas.
- Clothing that advertises alcoholic beverages, tobacco, and illegal drugs.
- Clothing that displays profanity or pictures which are in poor taste.
- Clothing or jewelry which exhibits nudity; makes sexual references; or carries lewd, indecent, or vulgar language.
- Clothing or jewelry, etc. that is gang related.
- Clothing or jewelry that could be used as weapons (chains, spiked apparel) or that would encourage "horse play" or that would damage property (e.g. cleats).
- Slippers, moccasins or shoes that resemble slippers and beach type flip flops.
- Tank tops.
- Tops or bottoms that are perforated, net or see-through unless an undergarment which meets dress code is worn underneath.
- Skirts or dresses shorter than mid-thigh (in front and back) and strapless dresses.

- Leggings, spandex and yoga pants unless covered by a shirt, skirt or dress that extends below the seat all the way around.
- Blue jeans except on administrative approved days.
- Shorts unless teaching physical education in the gym or transitioning students to and from physical education class.
- Sweatpants unless a warmup suit and worn by a teacher of physical education.

Consideration will be made for staff members who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the principal or superintendent. In the event a staff member is uncertain as to whether an item or method of grooming is consistent with the school's guidelines, the staff member should contact the principal or superintendent for approval.

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

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee. (Policy No. 4131)

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

Safe Transportation
When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. (Policy No. 5505 and/or 5506)

Computer

Internet Safety and Acceptable Use Policy

F. Internet Safety Policy (Policy No. 6800)

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

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

G. Computer Acceptable Use Policy

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

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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

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

4. Unacceptable Uses.

   The following are unacceptable uses of the technology resources:

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

   b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

   c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and ensure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

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

MULTICULTURAL FORM

During the _____ semester of the _____ school year, the undersigned incorporated the following multi-cultural educational occurrences into a core curriculum course being taught by the undersigned. The particulars are as follows:

Each staff member must incorporate **two multi-cultural lessons per semester** in each class. This report sheet must be dated, signed, and turned into the principal at the end of each semester. (Policy No. 6370)

Please describe the nature of each lesson briefly. Indicate purpose, theme, and minority by the following codes:

Examples of Purposes:

Codes

A. Respect for all others
B. Benefits of differences
C. Management of Cultural Conflict
D. History of minority group
E. Critical reading and viewing
F. Personal identity and self-esteem
G. Similarities and differences
H. Contributions of minority people
I. Strategies for resolving inequities
J. Communication and work with others
K. Accepting social responsibility
L. Other, specify

Themes

1. Culture & Ethnicity
2. Power
3. Movement
4. Communication
5. Socialization

Minority

1. Women
2. No specific group
3. African American
4. Asian American
5. Native American
6. Hispanic
7. Jewish
8. Other Religious
9. National Group (I.e. Russian)
10. Other, specify

Staff Member:_____ **Date: _____**

Course	Date	Code	Theme	Minority	Nature of Lesson

Professional Growth

Required Professional Growth Activities (Policy No. 4140)

Every six years the teachers in the Stanton Community School District system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment, educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditment of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. Both principals and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Growth			**MAXIMUM POINTS**	
			Per/Year	**Per/Growth Period**
I.	A.	College or University courses (One semester hour equals 4 points).	N/A	N/A
	B.	Auditing Courses (One semester hour equals 1 point).	N/A	N/A
II.	Professional Meetings.			
	A.	Workshops, conferences, conventions & team camps hosted outside of district (1 point/3 hours).	6	12
	B.	Workshops hosted within district (1 point/3 hours).	6	9
	C.	Following attendance of a workshop hosted outside of district, present the information to the building principal and other staff members in ½ hour presentation (1 point/presentation).	3	6
	D.	On-line, TV & Radio Inservice Programs (1 point/3 hours of viewing, listening or completing assignments).	3	6
	E.	Professional presentations to adults at a workshop, conference, or convention (2 points/hour).	4	8
III.	Other Approved Activities			
	A.	Research (Pre-approval required by superintendent and principal).	4	8
	B.	Publications in professional journals and other educationally related material (Pre-approval required by superintendent and principal).	4	8
	C.	Have a published article in the school's newsletter that pertains to educational strategies (2 point/published article).	4	8
	D.	Submit annually Principal approved professional teaching goals (at least 2) to building principal and show progress by end of school year (2 point).	2	12
	E.	Principal approved school visitations (2 point/day).	2	12
	F.	Serve on an External Team Committee for another district (2 points/day).	4	8
	G.	Serving as a cooperating teacher (6 points/semester).	6	12
	H.	Hosting a sophomore experience teacher (3 point/experience).	3	9
	I.	Service as an appointive or selective officer of a professional organization (1 point/appointment).	2	6
	J.	Participating in school committee work (1 point/3 hours of participation).	4	10
	K.	Community services hours (1 point/5 hours of service).	2	6
	L.	Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration.	N/A	N/A

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 9 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Stanton Community Schools – Professional Growth Points

Employee Name _____ Beginning Date of Six-Year Period _____School Year _____

Category #	Date	Professional Growth Activity	College Credit Hours	Clock Hours	Points Requested	Committee Approval
II, A	*10/21/05*	*Crisis Team Training, Level I*		*6 hours*	*2 points*	
				TOTAL POINTS →	*Requested*	*Approved*

Employee Signature _____ Date _____

Professional Growth Committee Signatures of Approval:

_____ _____

Chairperson Professional Growth Committee Building Administrator or Principal

Date of Approval _____ Date of Approval _____

Stanton Community Schools
Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the Stanton Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Stanton Community School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the "Internet Safety and Acceptable Use Policy" adopted by the Stanton Community School District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Stanton Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Stanton Community Schools nor any of its employees nor any of the institutions for networks providing access to Stanton Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name_____

School_____

Employee's Signature_____

Address_____ City_____ State_____

Home Phone No. (_____)_____-_____

This form will be retained on file by authorized
Faculty designee for duration of applicable
Computer/network/Internet use.

COMPUTER USAGE FORM

TO BE RETURNED TO OFFICE

In order to make sure that all members of the Stanton Community Schools understand and agree to these rules of conduct for the district computer including but not limited to e-mail and Internet systems of the school district, the Stanton Community Schools asks that all users sign the following statement: I have received a copy and have read the "TERMS AND CONDITIONS FOR COMPUTER USAGE" guidelines adopted by the Stanton Community Schools, and understand and will abide by these district guidelines and conditions for the use of the computers of the Stanton Community Schools. I further understand that any violation of the district guidelines are unethical and may constitutes criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold the Stanton Community Schools responsible for the performance of the system or the content of any material accessed through it.

DATE_____

PRINTED NAME_____SIGNATURE_____

ADDRESS_____

HOME PHONE_____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/internet use.

RECEIPT OF THE 2026-2027 TEACHER HANDBOOK OF THE STANTON COMMUNITY SCHOOLS

This signed receipt acknowledges receipt of the 2026-2027 Teacher Handbook of Stanton Community Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment and discrimination.

Date:_____

_____
Employee Signature

Return to:
Mr. Micah Buller or Mrs. Sarah Remm
Stanton Community Schools
Stanton, NE 68779