

3010 - OBJECTIVES OF THE INSTRUCTIONAL PROGRAM

1. The primary responsibility of the school is to provide opportunities to develop basic academic skills needed by every citizen to be an effective member of society.
2. The School should strive to achieve the seven cardinal principles of secondary education:
 - a. Command of fundamental processes
 - b. Vocation
 - c. Civic Education
 - d. Worthy use of leisure
 - e. Ethical character
 - f. Health
 - g. Worthy home membership
3. One of the main objectives of the school is to provide those experiences which will develop potential leadership ability.
4. The school has the responsibility to pass on to each child the fundamental concepts of the democratic processes so that he or she may become a useful citizen.
5. The school has the responsibility to provide for each child opportunities for growth in the democratic processes so that he or she may become a useful citizen.
6. Through the increased knowledge of child growth and development, or improved testing techniques, and of counseling programs, the school should endeavor to allow for the individual differences of each student.
7. The school's curriculum should be of sufficient scope to include opportunities for all ability levels of students.
8. Promotion in the school should be based upon achievement, desire for future learning, sincere effort, readiness to accept responsibility, and maturity.
9. As new research and techniques become available, it is the responsibility of the total school program for continuous educational improvement.
10. Extra-curricular activities have many values, and all students should be encouraged to participate in them. These student activities, however, should always be kept in the proper perspective, keeping in mind the basic purpose of the school.
11. One of the objectives of the school is to maintain the proper rapport between teachers, students, parents, and administration. The relationship should be one of respect and cooperation. Each group should understand the limits of its responsibility, with a comparative spirit prevailing at all times.
12. The school has a responsibility to the community to develop leadership and a solid educational foundation in the students. It is the school's responsibility to interpret the educational objectives of the Community through the board of education. It is also the school's responsibility to assist the citizens of the community in, defining their educational goals and objectives. In order to create a climate for growth, both groups must move toward educational goals that are increasingly mutually acceptable to them.

Date of Revision: 10-14-2013

3020 - CURRICULUM

The curricula of the school shall be in harmony with the board of education's adopted goals and legal requirements.

Curriculum development by the certificated staff shall be guided by such factors as the following:

1. Actual studies and information concerning the needs of students in this school district.
2. The range of abilities, aptitudes and interests of the students.
3. Aspirations of residents of the school district for the students.
4. The mobility of the population, making it necessary to provide education for the students useful anywhere in the world.
5. Avoidance of discrimination.

The board of education desires that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and course content be coordinated effectively.

The board of education favors providing opportunities for faculty to consult and help in curriculum development through such devices as workshops, study groups, assistance from outside consultants.

The board of education reserves the responsibility for establishing curricula for the school district. The Americanism committee will be periodically review curriculum requirements. Teachers shall teach within the approval curricula.

CURRICULUM GUIDES

Curriculum guides shall be prepared in harmony with the legal requirements of the Nebraska Department of Education and State Board of Education and the purposes of the program of instruction adopted by the board.

The superintendent shall have general coordinating authority and oversight over the formation of all courses of study, and curriculum guides.

All employees are to adhere to the Nebraska Student-Centered Assessment System (NSCAS) Security Procedures and report breaches in security to Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.

Date of Revision: 07-17-2019

3021- INSTRUCTION**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.

Date of Adoption: 07-13-2020

3022- INSTRUCTION**Ceremonies, Observances, and the Pledge of Allegiance**

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10
70 Federal Register 55507 (Constitution Day)

Date of Adoption: 07-13-2020

3030 - DUTIES OF CERTIFIED STAFF

Certified Staff also known as “Teachers” will be responsible to the principal for carrying out of policies of the school board as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents. Teachers will be expected to furnish such after-school time as is needed for assisting students, conferring with parents and doing other necessary out-of-school work.

Teacher’s specific responsibilities shall include:

1. To direct and evaluate the learning experiences of students in both curricular and extracurricular activities.
2. To provide guidance to students to promote their proper educational development and welfare.
3. To be responsible for student accounting.
4. To provide for the care and protection of school property.
5. To supervise students on the school grounds.
6. To cooperate with and participate in the planning and the evaluation of the school program.
7. To participate in the business and activities of the faculty.
8. To take part in the in-service education program of the school.
9. To maintain cordial relationships with colleagues.
10. To follow the ethics of the profession.
11. To enforce policies and regulations as established by the board and professional staff.
12. To accept a fair share of supervisory duties at pupil activities in buildings and on grounds during school hours as well as the athletic events.

LIBRARIAN/MEDIA DIRECTOR DUTIES:

The librarian is directly responsible to the building principal in all matters except budgeting. The librarian is responsible for the direct supervisor of the library facilities and materials.

Duties of the Librarian shall include:

1. Evaluates, selects and requisitions all library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members concerning new library acquisitions.
4. Maintains a comprehensive and efficient system for cataloging all library materials and instructs students and teachers in the use of the system.
5. Arranges for interlibrary use of materials of interest to students or teachers.
6. Works with teachers in planning those assignments leading to extended use of library resources.
7. Completes all forms as required from the building administration.
8. Assumes the care and responsibility of all library books and AV materials and equipment.
9. Arranges and schedules AV equipment repairs.
10. Maintains a complete and up-to-date inventory of all books, periodicals, AV materials and equipment.
11. Promotes appropriate conduct of students using library facilities and materials.

12. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
13. Presents and discusses materials with a class upon the invitation of the class instructor.
14. Counsels with and gives reading assistance to students who have a special reading problem or an unusual intellectual interest.
15. Schedules class sessions for each elementary grade level for the purpose of teaching library skills.
16. Participates in curriculum meetings and other committees as assigned by the administration.

GUIDANCE COUNSELOR:

The guidance counselor is directly responsible to the building principals.

Duties of the Guidance Counselor shall include:

1. Maintains all academic and auxiliary student records properly filed and cross referenced if more than a single file is maintained for a single student. The file shall include:
 - a. Nationally Norm student achievement data.
 - b. Test results as required by the State of Nebraska
 - c. Cumulative record or casework and grades
 - d. ACT and SAT test results for Juniors and Seniors
2. Responds to all K-12 student and/or parent/guardian requests for individual counseling. Referrals will be made if requests exceed the Guidance Counselor's ability level.
3. Develop and implement age-appropriate character education for all students, individually or in the classroom setting.
4. Individually schedule all grade 7-12 class schedules for students to include a parent approval.
5. Respond to requests from the Superintendent for student data such as drop-outs, census corrections, etc., in a timely manner.
6. Provide ACT or SAT testing schedules for senior and junior students indicating post-secondary plans.
7. Provide senior or junior students with the most updated contacts for post-secondary institutions and provide orientation opportunities.
8. Provide senior students with the most update scholarship information available at the local, state, and national level.
9. Respond to properly authorized requests for student data from outside individuals and agencies as approved by the building administrator.
10. Assist students in grades 7-12 for the purpose of giving direction in pursuit of post-high school employment or education opportunities.
11. Assist and/or supervise all standardized testing for grades K-12.
12. Advise students as to sources of financial assistance and governmental sources. The counselor attempts to identify the source of such aid and provide the application forms websites to the parents and/or students. Forms may be completed by the student and his/her parent and returned for review before submission, but not required.
13. The counselor shall assist the principal in building the master schedule of classes to be incorporated in the curriculum and the times thereof for grades 7-12.
14. The counselor shall also assist in scheduling those elementary activities such as music, P.E., etc., as shall take place outside the self-contained classroom.
15. Facilitate the Student Assistance Team (SAT) and meetings.

16. Works with Superintendent and building principals on the Emergency Response Criteria and is a member of the district's Crisis Team.

TITLE I INSTRUCTOR

The Title I instructor is directly responsible to the superintendent. The Title I instructor has direct supervision for all students assigned to his/her classroom while attending Title I instructional activities.

Duties of the Title I instructor shall include:

1. Compiles an annual district needs assessment for grades K-12.
2. Selects student caseload from qualified student list according to need and program description.
3. Provides appropriate parent involvement activities as prescribed by federal program regulations.
4. Completes federal project form requirements as determined by state application guidelines.
5. Acquires and reports evaluation data required by project or local administrator.
6. Diagnoses individual student needs in the basic skill areas being served.
7. Places students in appropriate level materials according to diagnosed needs and objectives.
8. Works effectively with classroom teachers and parents to meet student needs from a cooperative standpoint.
9. Instructs students using the instructional techniques commensurate with training.
10. Serves as a resource to classroom teachers in grades K-12 regarding to basic skill instruction.
11. Attends recommended staff development activities designed to improve delivery of instruction.

Date of Revision: 07-13-2020

3032 – EMPLOYMENT – RELATED SEXUAL HARASSMENT

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

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

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

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

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

St. Edward Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. Sexual harassment of one student by another student or students is addressed in a separate policy.

Adopted on: **07-13-2020**

3033 - PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: ESSA sec. 8038, § 8546

Date of Adoption: 11-14-2016

3034 – PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Twitter, Snapchat, Facebook, and/or any other social networking sites not mentioned. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. When communicating electronically with a student (e.g. by e-mail, text messaging, or instant messaging), a parent or guardian must be included on the communicated message. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- a. Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- b. Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- c. Displaying sexually inappropriate material or objects.
- d. Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a romantic nature.
- e. Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- f. Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter.
- g. Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- h. Discussing the employee's personal issues or problems that should normally be discussed with adults.
- i. Giving a student a gift of a personal nature.
- j. Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- k. Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- l. Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- m. Going to a student's home when the student's parent or a proper chaperone is not present.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, “Would I be doing this if my family or colleagues were standing next to me?”

An employee is required to make a report to the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to St. Edward School Board President.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom she or he feels comfortable.

All reports made under this policy will remain confidential to the extent allowed by law.

Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of the standards set out above will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Adopted on: **06-09-2014**

3040 - TEACHER EVALUATION POLICY

The board of education recognizes the need for a continuing appraisal of teacher performance in the St. Edward Public Schools and requires the superintendent to ensure that such appraisal is carried out as outlined in this policy.

I. Purpose

The board recognizes two separate purposes for teacher performance appraisal:

1. To assist teachers in improving their instructional and management skills in order to enhance instruction for students.
2. To evaluate teacher performance so that the board may make decisions on the renewal or non-renewal, termination, cancellation or amendment of teacher contracts as provided in Sections 79-824-839 RSS.

II. Instructional Improvement

The most important purpose of teacher performance appraisal is to improve instructional performance. To meet this purpose, the administration shall:

1. Receive training in appraising and improving teaching and update their appraisal skills frequently. Such training may include courses in Instructional Theory into Practice and Clinical Supervision. Workshops and in-service meetings will also be attended by evaluators to update appraisal skills. The superintendent shall ensure that all evaluators are trained in the use of the district's forms and procedures. All evaluators shall have valid administrative and supervisory certificates.
2. Encourage teachers to engage in additional staff development activities designed to improve instruction for professional growth.
3. Directly observe each teacher's performance. Provide feedback to teachers about such observations.
4. Recognize excellent performance, suggest ways of improving performance, and assist teachers in upgrading their skills.
5. Report to the board as necessary on the district's instructional improvement.

III. Evaluation of Permanent Teachers

Permanent teachers shall be formally evaluated by the superintendent and/or principal at least once each fiscal year for an entire instructional period. Such evaluation shall be based on the teacher's adherence to the district's policies, rules, and regulations, job descriptions, and to the provisions of the employment contract as well as these criteria:

A. Teaching and Instructional Skills Include:

1. Clarity of Presentation
2. Planning
3. Variability of Presentation
4. Task Orientation

5. Classroom Organization, Management and Environment
6. Thinking Skills
7. Student Success
8. Student Participation
9. Student Relationships
10. Enthusiasm

B. Personal and Professional Attributes Includes:

1. Responsibilities
2. Relationships

Observations of instructional performance and such other observations as the administration may perform, whether formal or informal, along with all other information available to the administration shall form the basis for evaluation. The evaluator must consider the teacher's complete job performance.

The evaluation shall be prepared on a written document and shall be discussed with the teacher by the evaluating administrator. A copy shall be placed in the teacher's personnel file. The teacher shall have the right to place on file a written response to part or all of the evaluation and shall have a right to inspect or respond to any items in his/her personnel file.

The evaluation shall include a rating of "meets district standards" or "does not meet district standards." One criteria marked "does not meet district standards" may be cause for dismissal or contract amendment. Administrators will offer to assist teachers in overcoming deficiencies, provide suggestions for improvement and shall set time lines for correction of deficiencies. The superintendent is delegated the power and is authorized to devise and approve forms for the purpose of such evaluation. Such forms may be revised by the superintendent as necessary.

On an annual basis, the superintendent shall recommend to the Board of Education the continuation, cancellation, termination, or amendment of permanent teacher contracts based on the results of evaluation and all other information available to the administration. If cancellation, termination or amendment is recommended, the procedure outlined in Board Policy and Sections 79-824 to 79-839, RSS, which is hereby adopted, shall be followed.

IV. Evaluation of Probationary Teachers

Those teachers defined as probationary by Section 79-824, R.S.S., shall be observed by the superintendent and/or principal and evaluation shall be based on actual classroom observations for an entire instructional period or the functional equivalent thereof at least once each semester based along with the teacher's adherence to the district's policies, rules, and regulations, job descriptions, and to the provisions of the employment contract as well as these criteria outlined in Section III.

The evaluation shall include a rating of "meets district standards" or "does not meet district standards." One criteria marked "does not meet district standards" may be cause for dismissal

or contract amendment. Administrators should offer to assist teachers in overcoming deficiencies, provide suggestions for improvement, and shall set time lines for correction of deficiencies. The superintendent is delegated the power and is authorized to devise and approve forms for the purpose of such evaluation. Such forms may be revised by the superintendent as necessary.

On an annual basis, the superintendent shall recommend to the Board of Education the continuation, cancellation, amendment, or nonrenewal of probationary teachers contracts based on the results of evaluation. If cancellation, amendment or nonrenewal is recommended, the procedure outlined in Board Policy and Sections 79-824 to 79-839, R.S.S., which is hereby adopted, shall be followed.

V. Dissemination

The superintendent shall ensure that teachers are aware of the performance appraisal policy and shall distribute copies of the evaluation instrument and specific criteria which shall serve as the basis for evaluative procedures. The superintendent shall interpret the meaning of the items used in the evaluation instrument. A copy of this policy should be given to each teacher annually.

Date of Revision: 10-14-2013

3042 – CERTIFICATED EMPLOYEES - RESIGNATION

Any certificated employee who wishes to be released from contract should consider the difficulty of obtaining an adequate replacement for the district and disruption to the educational program. A late resignation greatly increases this difficulty and disruption.

Any certificated employee may request to be released from contract, i.e. resignation request. Resignation requests must be submitted at a minimum of 24 hours prior to the regular scheduled March Board of Education meeting of the current school year; in order to meet state statute to be included as an agenda item. Requests meeting this requirement shall be accepted by the Board of Education, pending the certificated employee is in good standing with the district and has no pending legal action.

A certificated employee shall deliver a written, signed, and dated notice of resignation addressed to the Board of Education. The notice should be submitted to the office of the Superintendent at a minimum of 24 hours prior to regular scheduled March board meeting of the current school year. The Superintendent, upon receipt of the request, shall notify the school board members of the individual's request, include the request as an action item for the regular scheduled meeting, and begin advertising to fill the vacancy.

Any certificated employee request received on the day of or after the March board meeting shall be discretionary with the Board of Education. A request for release from a contract shall be contingent upon the administration obtaining a suitable replacement. The Superintendent, upon receipt of the request, shall notify the school board members of the individual's request and begin advertising to fill the vacancy. If the superintendent obtains a suitable replacement, he/she will make a recommendation to the Board of Education to accept the resignation.

The School Board shall make the final determination regarding the request, but shall have no obligation to approve the employee's resignation request after the March regular scheduled board meeting.

The Board may request the employee to continue as a member of the staff and to fulfill the terms of his/her contract. The early release, if allowed, will become effective at the end of the school year in which it is submitted. If the employee has requested the release of contract to become effective at an earlier date than the end of the school year, the Board may consider the decision on an individual basis.

An employee's refusal to fulfill his/her contract shall be cause for the district to request a suspension or revocation of certification by the Nebraska Department of Education.

Legal Reference: Nebraska Statutes 79-817 to 79-845
NDE Rule 27, part 007

Date of Adoption: 11-14-2016

3043 – CERTIFICATED EMPLOYEE RETIREMENT

Certificated employees who will complete their current contract with the board may request for retirement. No certificated employee will be required to retire at a specific age.

A certificated employee shall deliver a written, signed, and dated notice of retirement addressed to the Board of Education. The notice should be submitted to the office of the Superintendent at a minimum of 24 hours prior to regular scheduled March board meeting of the current school year. The Board of Education requests the certificated employee notify the Superintendent as early as possible during the contract year; to allow additional time to obtain a suitable replacement. The Superintendent, upon receipt of the request, shall notify the school board members of the individual's request, include the request as an action item for the regular scheduled meeting, and begin advertising to fill the vacancy.

No retirement requests will be accepted on the day of or after the March regular scheduled board meeting of the current school year; only resignation requests per board policy Certificated Employee - Resignations

Certificated employees who retire under this policy may qualify for retirement benefits through the Nebraska Public Employees Retirement System.

Certificated employees and their spouse and dependents shall be allowed to continue coverage in the Educators' Health Alliance (EHA) health insurance program at their own expense by meeting the requirements of the insurer.

Date of Adoption: 11-14-2016

3044 – CERTIFICATED EMPLOYEE CONTRACT RELEASE DURING THE CURRENT SCHOOL YEAR

A request for release from a contract shall be contingent upon obtaining a suitable replacement with the following exception:

The action on a release from contract during a current school year shall be discretionary with the Board of Education. The earlier the request for release is submitted, the greater will be the likelihood of the release being granted. Releases may be made subject to conditions, including but not limited to liquidated damages, payment of costs of obtaining a replacement, and the condition a suitable replacement be obtained. The Superintendent or his designee shall have the sole responsibility for determining the criteria used to define a suitable replacement for each position.

The Board of Education shall act upon a request from a certificated employee to be released from his/her contract during the current year if the following conditions are met:

1. The employee provides the Board of Education with sixty (60) calendar days' notice prior to the effective requested date of resignation.
2. The effective date of the resignation shall coincide with the end of a grading period.

If in the opinion of the certificated employee's unusual circumstances exist, the certificated employee may appeal to the Board to waive any of the above stated requirements.

The superintendent is authorized to file a complaint with the Nebraska Professional Practices Commission against a certificated employee who leaves without proper release from the board.

The Board of Education reserves the right to seek damages against any certificated employee as a result of breach of contract.

Legal Reference: NDE Rule 27
 Neb. Statute 79-817 et seq.

Date of Adoption: 11-14-2016

3045 – CERTIFICATED EMPLOYEE SUSPENSION

Certificated employees shall perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a certificated employee pending board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a certificated employee with or without pay.

In the event of a suspension, appropriate due process shall be followed.

Date of Adoption: 11-14-2016

3050 - CLASSIFIED STAFF EVALUATION POLICY

The board of education recognizes the need for a continuing appraisal of classified staff member's performance in the St. Edward Public Schools and requires the superintendent to ensure that such appraisal is carried out as outlined in this policy.

I. Purpose

The board recognizes two separate purposes for classified staff performance appraisal:

1. To assist classified staff members in improving their instructional and/or management skills in order to enhance the educational process.
2. To evaluate classified staff performance so the administration may make decisions on the renewal or non-renewal, termination, cancellation or amendment of classified staff contracts as outlined in the employment contract and pursuant of Nebraska Education Laws.

II. Performance Improvement

The most important purpose of classified staff performance appraisal is to improve or sustain performance for the school district. To meet this purpose, the administration shall:

1. Receive training in appraising and improving their appraisal skills frequently. Such training may include workshops and in-service meetings attended by evaluators to update appraisal skills. All evaluators shall have valid administrative and supervisory certificates.
2. Encourage classified staff members to engage in additional staff development activities designed to improve instruction or performance for professional growth.
3. Directly observe each classified staff member's performance. Provide feedback to classified staff members about such observations.
4. Recognize excellent performance, suggest ways of improving performance, and assist classified staff members in upgrading their skills.
5. Report to the board as necessary on acceptable or unacceptable performance.

III. Evaluation of Classified Staff

Classified staff members shall be evaluated by the superintendent and/or principal at least once each semester. Such evaluation shall be based on the classified staff member's adherence to the district's policies, rules, and regulations, job descriptions, and to the provisions of the employment contract as well as these criteria:

C. Performance Skills Include:

1. Punctuality and Attendance
2. Ability and Willingness to Follow Instructions
3. Responsibility and Initiative
4. Policies and Procedures
5. Organizational Skills
6. Rapport with Others

7. Attitude and Pride
8. Personal Standards

Observations of performance and such other observations as the administration may perform, whether formal or informal, along with all other information available to the administration shall form the basis for evaluation. The evaluator must consider the classified staff member's complete job performance.

The evaluation shall be prepared on a written document and shall be discussed with the classified staff member by the evaluating administrator. A copy shall be placed in the classified staff member's personnel file. The classified staff member shall have the right to place on file a written response to part or all of the evaluation and shall have a right to inspect or respond to any items in his/her personnel file.

The evaluation shall include a rating of "meets district standards" or "does not meet district standards." One criteria marked "does not meet district standards" may be cause for dismissal or contract amendment. Administrators should offer to assist each classified staff member in overcoming deficiencies, provide suggestions for improvement and shall set time lines for correction of deficiencies. The superintendent is delegated the power and is authorized to devise and approve forms for the purpose of such evaluation. Such forms may be revised by the superintendent as necessary.

On an annual basis, the superintendent shall recommend to the Board of Education the continuation, cancellation, termination, or amendment of the Classified staff contracts based on the results of evaluation and all other information available to the administration. If cancellation, termination or amendment is recommended, the procedure outlined in the employment contract and pursuant of Nebraska Education Laws, which is hereby adopted, shall be followed.

IV. Dissemination

The superintendent shall ensure that classified staff members are aware of the performance appraisal policy and shall distribute copies of the evaluation instrument and specific criteria which shall serve as the basis for evaluative procedures. The superintendent shall interpret the meaning of the items used in the evaluation instrument. A copy of this policy should be given to each Classified staff annually.

Date of Adoption: January 9, 2012

Date of Revision: 10-14-2013

3060 - PROFESSIONAL GROWTH POLICY

The St. Edward Public School recognizes the significance of professional growth and shall encourage the continued growth and development of certified personnel subject to the regulations adopted by the board of education.

The contents of this policy describe professional activities which faculty members may follow in meeting the requirements for professional growth as set forth by the St. Edward Board of Education.

The “Professional Growth Period” refers to each six-year period during which permanent certificated teachers are required to give evidence of professional growth. Six professional growth credits shall meet the requirement. The beginning of the seventh year starts the second six-year period.

Each hour of college credit in the area of assignment, endorsement, or a special project approved by the superintendent may be accepted as one professional growth credit, evidence of professional growth upon the filing of the appropriate application and documentation in the superintendent’s office. Documentation shall consist of an official transcript of the credit earned from a college or university, an in-depth report, an article with publication data, or similar evidence deemed acceptable.

College credit hours obtained by attending the NSEA Teachers Convention will apply toward the professional growth requirement. These hours will not apply toward salary schedule movement.

Teachers may be permitted to substitute travel, professional publication of an article or other activities toward completion of the professional growth requirements. Duplication of individual activities for meeting the professional growth requirement of the following shall not be permitted.

1. Professional Work
 - a. Curriculum Committee Work—15 hours of time equals one (1) point (clock hours)
2. Other professional activities to determine the number of professional growth credits, the following guidelines shall be followed: For every fifteen (15) hours of class and preparation time spent on the activity, one (1) professional growth credit shall be granted with approval and verification of the superintendent. Activities which will be accepted as professional growth include:
 - a. Workshops
 - b. Committees
 - c. State Department Committees
 - d. Conferences on classroom instruction-related topics.
 - e. In-service Programs.
 - f. Nebraska State Education Association Convention, and other activities sponsored by the NSEA which are related to instruction and approved by the superintendent.
3. Professional Publications
 - a. Publication of any piece of professional writing shall entitle the author to a professional growth credit from one to two points as determined by the superintendent.

4. Educational Travel

- a. Sponsored Tours-Must be under the direction of an accredited college for which college credit is given.
- b. Tour sponsored by Professional Organizations and Independent Travel must have prior approval by the superintendent and shall be evaluated on the basis of educational worth.
- c. The board of education delegates to the superintendent the authority to approve professional growth activities for professional growth credits.

Date of Revision: 10-14-13

3062 - PERSONNEL RECORDS

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized by law.

All written materials filed (except for those prohibited by law) shall be made available for inspection by the employee involved in the presence of an administrator. Upon request, a professional employee will be provided a copy of supervisory records and reports of competence, personal character and efficiency maintained in said employee's personal file as a guide to evaluation of performance.

Date of Revision: 11-11-13

3064 - WORKPLACE PRIVACY POLICY

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
 - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
 - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
 - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: Laws 2016, LB 821

Date of Adoption: 11-14-2016

3070 - COMPENSATION AND RELATED BENEFITS

Each teacher shall be provided with at least a thirty minute, uninterrupted lunch period, and no teacher shall be assigned teaching, supervisory or other duties during such lunch time.

TRAVEL

The board may reimburse employees for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences or other activities whose purpose is related to instructional or related operational improvement in the district. Arrangements for attendance must be approved in advance, in writing, by the superintendent. The participant may attend without loss of compensation.

PAYROLL AND DEDUCTIONS

Employees may request that salary deductions be made for association dues and other items as approved by the superintendent.

EMPLOYEE PURCHASES THROUGH THE SCHOOL DISTRICT

Employees may request to purchase, at his/her own expense, technology equipment or materials at an educational rate through the district to supplement upgrades and/or personal resources. Any items approved by the Board of Education or superintendent will be paid by the employee at the time of receipt of the item(s), either in full or an agreed salary deduction within the contract year. Equipment or materials are limited to Desktop computer, Laptop computer, and/or iPad items up to \$2400 per contract year. Any purchase item will be subject to Federal or State Tax Laws that may exist.

HEALTH EXAMINATIONS

Each successful applicant for employment shall provide reasonable evidence of freedom from communicable disease and of physical ability to fulfill the requirements of the position for which application is made.

The superintendent and/or the board may require, from an applicant for employment or from any employee, a report of examination by a physician.

Each such report shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or a statement that no such condition exists.

Date of Revision: 03-09-2015

3072 - PAYROLL PROCEDURES**CERTIFIED STAFF**

All certified staff shall be paid in accordance with their contract of employment. All certified employees shall be paid bi-monthly on a 12-month basis. Direct Deposits or Pay checks for certified staff members shall be distributed on or before the 5th day and on or before the 20th day of each calendar month. During the summer months, any pay checks to be issued will be available at the business office. Employees may have a check forwarded, after providing a self-addressed, stamped envelope.

Payments for extra-duty assignments on the schedule will be included with contracted salary and divided into the 12 months.

General fund payments to certified employees for non-contracted work rendered will be included in paychecks after being forwarded by the Superintendent and approval by the Board.

Payments for substitute teachers shall be made at the regular monthly board meeting following service.

In case of retirement or changes in contracts, employees may request the Board to consider alternate forms of payments.

CLASSIFIED STAFF

All classified staff shall be paid with the same provisions as above. For employees paid from the general fund, all hours worked and submitted by employees shall be verified by the Superintendent before direct deposits or checks are presented for Board approval.

Longevity of Classified staff for salary and/or benefits will be considered after 5 years of service; and each additional 5 years of service (10, 15, 20, etc.) to the district.

- A. 12 month Contracts: Each classified staff member will receive one additional Paid Time Off (PTO)/personal day with a total cap of 15 days.
- B. 9-10 month Contracts: Each classified staff member will receive one additional personal day with a total cap of 5 days

Personnel - All Employees**Wage Information**

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

ACTIVITY AND HOT LUNCH ACCOUNTS

Payment for receipt of goods or services rendered shall be authorized by the Activities Director or Food Service Director from the respective accounts. The Superintendent is hereby delegated the authority to sign checks on either account upon receiving authorization from the respective director and verification of receipt of goods or services.

Date of Revision: 07-17-2019

3080 - NON-SCHOOL EMPLOYMENT

The board of education recognizes that a school employee, as a citizen of the community, has certain responsibilities.

The board also recognizes that outside employment and responsibilities may be justifiable and sometimes desirable; it also recognizes the fact that this out-of-school employment can become the major consideration of the employee and detract from the efficient operation of school work.

It is also recognized that the school has a right to ask employees to give somewhat of their time to assist in the normal functions of the school after hours as well as the right to schedule professional meetings outside of the regular school hours.

It is, therefore, resolved that employees wishing out-of school employment or assuming major out-of-school responsibilities should indicate to the superintendent the type of employment, number of hours per week, the flexibility of the hours of employment and such other conditions as deemed advisable.

Unless, in the opinion of the superintendent, the employment or responsibility interferes with the normal employment and the normal out-of-school responsibilities of the employee, nothing about such employment will be a concern of the district.

The superintendent and the board may review the employment situation at any time, however, and ask employees to terminate out-of-school employment or responsibilities if, in their opinion, the situation interferes with the employee's ability to function in his or her assigned role as a district employee.

Date of Revision: 10-14-2013

3090 - EQUIPMENT, BOOKS, AND NON-EXPENDABLE SUPPLIES

All teachers are responsible for books, equipment and non-expendable supplies drawn by them from libraries, classrooms, supply rooms or the Instructional Materials Center.

Teachers shall keep a careful list of all books and equipment issued to pupils. They must check this list and report losses to the principals at the close of school in May. Pupils will be charged for any and all losses or damage, beyond normal expectancy. Cost will be determined by the building principal.

It is the policy of the St. Edward Schools to select educational materials in accordance with the following:

1. Educational materials shall be chosen to supplement and enrich the curriculum of all the students of the community. Materials will be judged on content, not on the author or producer.
2. There shall be the fullest practical provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local and materials of sound factual authority shall not be prescribed or removed from use because of partisan or doctrinal disapproval.
3. Censorship of materials shall be challenged in order to maintain the school's responsibility to provide information.

Interpreting these principles in the selection of material, the following will apply:

1. The school district believes it is the right and responsibility of teachers and media personnel to select material which is carefully balanced and to include various points of view of any subject.
2. Since materials are selected to provide for the interests and needs of the students, school community and the school program, they will be selected utilizing the input of students, teachers, administrators, media personnel, and community resources.
3. Selection of materials will be enhanced through the use of preview examinations, recommendations and standard evaluation guides.
4. Three basic factors; accuracy of information, literary merit and quality of production will be considered in the selection of materials.
5. Materials shall be examined to select those in which the presentation and the subject matter are suitable for the maturity and interest level at which they are to be used. They will be considered in relation to both the curriculum and to the interests of students and teachers.

Date of Revision: 10-14-2013

3100 - CEREMONIES, OBSERVANCES, AND THE PLEDGE OF ALLEGIANCE

Appropriate exercises may be held for the following: Veterans' Day, Martin Luther King Day, Presidents' Day, Flag Day, Memorial Day, and State Fire Day (the Friday before the Fire Recognition Day, which is the second Saturday in May). An educational program on the United States Constitution shall be held on September 17 every year, or in the preceding or following week if September 17 falls on a weekend or a holiday.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. The United States flag shall be displayed in each schoolroom each day school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America. The flag is to be flown at half mast at the following times:

1. For thirty days after the death of a president or former president of the United States.
2. For ten days after the death of the vice-president, chief justice or a retired chief justice, or the speaker of the House of Representatives.
3. From the day of death until burial for an associate Justice of the Supreme Court, a member of the Cabinet, a former vice-president, the secretaries of the Army, Navy or Air Force, the secretary of defense, a United States senator or representative, or the governor of the state.

When the flag becomes worn it should be destroyed by burning in a container separate from other materials. Use of a rack or stand to hold the flag while burning is desirable

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

HOLIDAY AND SPECIAL EVENTS

Holidays and special events may be recognized in the schools within the mores of the culture so long as such recognition respects the rights and feelings of minorities and is consistent with law.

Songs and customs which have come to use from the various ethnic and racial segments of our population may be used so as to broaden the awareness of the students to the contributions which each such segment has made to the composite American culture.

No public funds may be used in any way to benefit sectarianism in the public schools. No books, papers or utterances of a sectarian character shall be used except for instructional purposes.

Legal Reference: Neb. Rev. Stat. § 79-705; § 79-707 and 79-708; NDE Rule 10
70 Federal Register 55507 (Constitution Day)

Date of Revision: 10-14-2013

3110 – FIELD TRIPS, ACTIVITY TRIPS, AND COMMUNITY SERVICE

Appropriate instruction shall precede and follow each field trip or community service activity.

Field trips and community service activities shall be considered as instruction and planned as such with definite objectives determined in advance.

All field trips shall begin and end at the school.

Field trips and community service activities requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.

Written approval of parent or guardian is required for participation of pupils in community service activities and for field trips which extend beyond the boundaries of the school district.

Subject to the approval of the superintendent, bus transportation shall be provided for bands, orchestras, or other groups of pupils to participate in activities in communities outside the school district.

Field trips outside school hours may be scheduled but shall be approved in advance by the superintendent. Pupils must have written approval of parents.

For a community service activity or field trip requiring school bus service, the teacher should make his or her request in writing to the principal at least ten (10) days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip or activity and its relation to the course of study must be stated.

The principal shall approve or disapprove the request and notify the teacher (if disapproved). If approval is given, the principal shall request school bus service in advance for the date of the trip.

The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist him or her in so doing.

When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as conductor.

Teachers or other certificated personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct.

Appropriate education experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a community service activity or field trip.

PROCEDURES TO BE FOLLOWED FOR ACTIVITY TRIPS

Prior to going on any activity trip parents/guardians are to be given a schedule of the trip. This schedule will include the destination, departure times, arrival times and the reason or rationale for the trip. A form will be provided for parents/guardians to sign indicating that they are familiar with the reason for the trip and are in agreement with those purposes, objectives and regulations.

The sponsors of athletic teams which go to scheduled events on a regular basis will furnish parents with a season's schedule prior to the first trip. This notification will include such things as destination, departure and arrival times plus any additional information necessary.

Specific rules and regulations may be necessary for specific events, but generally the following procedures will be followed:

1. All events must receive administrative approval in advance.
2. When an event is approved and placed on the calendar, parents/guardians will be notified and requested to give written approval for student participation.
3. In the event of cancellation, for whatever reason parents/guardians will be notified as soon as possible.
4. If problems of any kind develop-discipline, illness or accident:
 - a. The administration is to be notified immediately and the solution to the problem may be determined. Parents/guardians will be contacted as soon as possible by the administration/sponsor or both and will be informed about the problem and the possibilities for correction.
 - b. If for any reason parents/guardians cannot be contacted and no apparent emergency exists; then action will be delayed until such notification can take place.
 - c. If immediate action is necessary and contact with either administration or parents proves impossible then the sponsor will be expected to act in a reasonable and prudent manner.
5. Before any trip leaves school a passenger list is to be left in the office. The sponsor will keep a duplicate list. Those who ride to an event are required to return with the group. The exception to this rule is that a sponsor may release a student to parent/guardian and then only after they have special written release form. This release form is to be attached to the passenger list which release form. This release form is to be attached to the passenger list which will be turned into the office upon completion of the trip. There will be a space provided on the passenger list form for sponsor comments.
6. Parents/guardians are expected to make arrangements for picking students up upon returning from an event. The school will make every reasonable effort to make sure all students arrive home safely.
7. Whenever possible at least two adult sponsors will accompany any trip. The bus driver may be considered to be a sponsor if agreeable to do so.

Date of Revision: 11-11-2013

3120 - STUDENT TEACHERS

The school district assumes the obligation to provide apprentice teaching opportunities for student teachers from colleges and universities.

A student teacher is defined as a teacher trainee, an observer, or an intern. The superintendent, principal, and teachers involved shall determine the number of trainees that shall be placed in the school at any one time.

Date of Revision: 11-11-13

3140 – SCHOOL SAFETY

It shall be the responsibility of all school personnel to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees, or the public; and it shall be the responsibility of all school personnel to report promptly to the nearest school authority any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with jurisdiction of teachers in supervision of pupils or the authority of principals in implementing policies of the board of education. An annual Chemical management assessment will be conducted by the district's insurance carrier.

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drill for pupils and other school personnel in procedures to be followed in event of potential emergencies.

Precautionary measures for safety of pupils on streets and sidewalks in the vicinity of the school buildings shall be established and observed.

Precautionary measures for safety of pupils within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. Prevent the accumulation of materials anywhere, especially in industrial arts shop areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.
2. Keep stage and auditorium areas free of debris. Stage managers shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of performance.
3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.

Date of Revision: 11-11-2013

3150 – DONATIONS, GIFTS, GRANTS, AND BEQUESTS

The board of education or any school employee who, because of his or her employment by the school district, may accept donations, gifts, grants, bequests or property, real or personal, when they are consistent with the district's mission and objectives. When the board or school employee accepts a donation, gift, grant, bequest or property, it shall become the sole property of the district. The donation, gift, grant, bequest or property will be under the complete control of the board or board authorized designee which will not have any obligation to replace it if it is destroyed or becomes obsolete.

If any school employee should leave the district for any reason, they may request to take a donation, gift, grant, bequest or property with them to a new place of employment. Only the board of education shall approve or disapprove such request.

Date of Adoption: March 14, 2011

Date of Revision: 11-11-2013

3160 - KEY ISSUANCE

Responsibility of the facilities, equipment and general welfare of all property of School District 17 lies directly with the board of education and those employed by said district.

The employees of District 17 are responsible for all property of said district put within their care. Any key issued, that opens any part of the building, gives direct responsibility to the holder of that key for all property exposed to that key. Whenever areas of the building or the building itself are left unlocked school property is put in jeopardy. Keys are issued to keep property under locked security.

Duplication of any key, the loaning of any key or the issuance of any key is the direct responsibility of the superintendent of the St. Edward Public School and is strictly forbidden by any other employee of District 17. This is subjective to the directives of the board of education of District 17.

All employees of District 17 must accept the responsibility of the security of the facilities and equipment when issued a key to any part of the building.

I, the undersigned, accept and understand the policy that, the key(s) issued in my care, if lost will result in the replacement of all locks related to said keys at my expense.

KEY RECIPIENT: _____

SUPERINTENDENT: _____

LIST KEYS:

Main Door: _____

Office Door: _____

Classroom: _____

Other school keys (file cabinets, desk, padlocks, other rooms):

Date of Revision: 11-11-2013

3170 – EXTRA-CLASS ACTIVITIES

We recognize values to be gained from properly supervised extra-class activities as a part of the total school program. It is our desire that such activities, properly supervised and kept in proper perspective, be retained in the school program in order to give students opportunities for experiences not possible in classroom activities. It is our intent to limit the amount of time these activities take students away from school during school hours or away from studies on “school nights”. This policy is applied in such areas as scheduling of interscholastic contests, Meetings and trips involving school organizations and in school activities such as meetings, initiations, etc.

We believe that non-school organizations should be strictly limited in any activities which affect students during the school day or which affect the school program

Date of Revision: 11-11-2013

3180 - ACTIVITIES POLICY - EVALUATION OF COACHES

All Coaches shall be evaluated by the Activities Director and/or the Superintendent's designated evaluator. The procedure for evaluation is as follows:

A. Sponsors (Varsity Level):

1. A pre-season meeting between the Activities Director and/or designated evaluator and the sponsor at which time written goals and objectives will be stated, discussed, and acknowledged.
2. A post-season meeting at which time the Activities Director and/or designated evaluator will give the sponsor a written evaluation to be reviewed, discussed and acknowledged.
3. Evaluations of sponsors shall be performed on an annual basis and shall be completed no later than two weeks after the end of a season. The evaluation instrument shall indicate whether the Activities Director and/or designated evaluator will recommend that the Sponsor return for another year.
4. Appeal of Sponsor Evaluation shall be, first, to the Principal; second, to the Superintendent; third, to the Board of Education.
5. The decision of the superintendent is final; unless the appeal is requested to the Board of Education, in which the decision of the Board of Education is final.

B. Assistant Coaches (Junior Varsity and/or Freshman):

1. The sponsor or designated evaluator will evaluate each assistant coach on an annual basis.
2. The sponsor will present to the assistant coach a written evaluation to be reviewed and discussed.
3. The sponsor or designated evaluator will submit the assistant coach's evaluation to the Activities Director within two weeks of the close of a season.
4. Appeals of Assistant Coach Evaluation shall be, first, to the Activities Director; second, to the Principal; third, to the Superintendent.
5. The decision of the superintendent is final.

C. Junior High Coaches:

1. A pre-season meeting between the Activities Director and/or designated evaluator and the junior high coach at which time written goals and objectives will be stated, discussed, and acknowledged.
2. The Activities Director or designated evaluator will evaluate each junior high coach on an annual basis. (Only the St. Edward coach(es) in a cooperation)
3. The Activities Director will present to the junior coach a written evaluation to be reviewed and discussed.
4. The Activities Director or designated evaluator will submit the junior high coach's evaluation to the Principal within two weeks of the close of a season.
5. Appeals of Activities Director Evaluation shall be, first, to the Principal; second, to the Superintendent.
6. The decision of the superintendent is final.

D. Designated evaluators will be recommended by the appropriate principal and Activities Director to be approved by the Superintendent.

E. All final evaluation documents will be placed in the personnel file of the coach located in the Superintendent Office.

Date of Adoption: 09-14-2015

3190 - ACTIVITIES POLICY - EVALUATION OF SPONSORS

All Sponsors shall be evaluated by the Activities Director and/or the Superintendent's designated evaluator. The procedure for evaluation is as follows:

- A. Secondary Activities' Sponsors (Grades 7-12): Activities include: All-School Play, Art, Cheerleading, Dance Team, FCCLA, FFA, National Honor Society, One-Act Play, Quiz Bowl, Speech Team, and Student Council
 - 1. A pre-year meeting between the Activities Director and/or designated evaluator and the sponsor at which time written goals and objectives will be stated, discussed, and acknowledged.
 - 2. A post-year meeting at which time the Activities Director and/or designated evaluator will give the sponsor a written evaluation to be reviewed, discussed and acknowledged.
 - 3. Evaluation of a sponsor shall be performed on an annual basis and shall be completed prior to the end of the school year. The evaluation instrument shall indicate whether the Activities Director and/or designated evaluator will recommend that the Sponsor return for another year.
 - 4. Appeal of Sponsor Evaluation shall be, first, to the Principal; second, to the Superintendent; third, to the Board of Education.
 - 5. The decision of the superintendent is final; unless the appeal is requested to the Board of Education, in which the decision of the Board of Education is final.
- B. Elementary Sponsors (Grades K-6):
 - 1. The Elementary Principal or designated evaluator will evaluate each elementary sponsor on an annual basis.
 - 2. The Elementary Principal will present to the elementary sponsor a written evaluation to be reviewed and discussed.
 - 3. The Elementary Principal or designated evaluator will submit the sponsor evaluation to the Principal or Superintendent prior to the end of the school year.
 - 4. Appeals of Elementary Principal Evaluation shall be to the Superintendent.
 - 5. The decision of the superintendent is final.
- C. Designated evaluators will be recommended by the appropriate principal and Activities Director to be approved by the Superintendent.
- D. All final evaluation documents will be placed in the personnel file of the coach located in the Superintendent Office.

Date of Adoption: 09-14-2015

3570- BUSINESS OPERATIONS**ESSA**

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;
 - (ii) achieve at high levels within a well-rounded education; and
 - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as

required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: 08-13-2018