

MISSION STATEMENT

The mission of the Red Cloud Community School District is to ensure the educational success of all students by having high expectations, both academically and socially, confirming the belief that all students can learn and become responsible, successful members of society.

BELIEF STATEMENT

- Academic excellence is our first priority.
- All students can learn given the opportunity to attain his/her maximum potential.
- All students will graduate with the basic skills to enter higher education or the workforce.
- School Activities (academic, athletic, and the fine arts) are a vital part of the educational process.
- Students will be provided with a safe learning environment.
- Respect for oneself and others is imperative.
- Human diversity is to be recognized and respected.
- Students will learn to make their own decisions and accept responsibility for their actions.

NON-DISCRIMINATION STATEMENT

It is the policy of the Red Cloud Community Schools not to discriminate on the basis of sex, age, handicap, race, color, religion, marital status, national or ethnic origin, or sexual orientation. This policy will exist in admission or access to, or treatment of employment in its programs and/or activities.

It is the intent of Red Cloud Community Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Red Cloud Community Schools.

Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting, Brian Hof, Superintendent of Schools, 334 North Cherry Street, Red Cloud, NE 68970 (402-746-3413).

NOTICE OF ASBESTOS ABATEMENT

The Red Cloud Community Schools are in compliance with asbestos abatement provisions as required by the Asbestos Hazard Emergency Response Act (AHER). The asbestos management plan for the Red Cloud Community School has been completed and is on file with the Nebraska Department of Health.

The plan is available for public inspection by contacting the Superintendent. The school's contact person is Brian Hof, Superintendent of Schools, 334 North Cherry Street, Red Cloud, Ne 68970. Telephone 402-746-3413.

WORKING RELATIONSHIPS

BOARD-FACULTY

The Board of Education is responsible for the hiring of staff and for setting basic policies of the school system. The day-to-day management of the *school system* is the responsibility of the Superintendent. The day-to-day management of each particular *school building* is the responsibility of the Principal.

The school board meets monthly and teachers are encouraged to attend these meetings. As an employee, you have a right to communicate with the school board. This right is restricted by the responsibility to follow the chain of command. The direction of the chain of command is the Principal, Superintendent, and the Board of Education. It also follows the same progression in reverse order; Board of Education, Superintendent, Principal and the faculty and staff. All decisions may be appealed to the school board, but only after the proper procedures have been followed.

ADMINISTRATOR-FACULTY

The Superintendent and Principal are employed by the district to ensure the schools are managed on a smooth and lawful basis. They are empowered to make decisions as provided for in board policy and other relevant documents. They are the immediate supervisors of all faculty and staff.

To do their jobs successfully, however, administrators must maintain close relationships with the faculty and staff. This includes frequent formal and informal communication. Most concerns and problems in the system are handled by face-to-face discussions and you are encouraged to meet frequently with the Superintendent and Principal.

FACULTY-STUDENT

Teachers are expected to establish open, positive relationships with students in school and to assist them academically and in terms of their personal lives. A major goal of the school system is to have the students grow into successful, productive citizens and we cannot achieve this goal if we limit our instruction of students to the classroom.

You are also responsible to see that the students are properly supervised and that their behavior is corrected as necessary. This applies to all students regardless of whether they are directly assigned to you or not. This is also expected while attending extracurricular school activities out of town.

SUPPORT STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

The Board of Education recognizes the need for a highly qualified supportive staff to ensure high standards. All non-certificated staff are directly responsible to the Superintendent. Relationship with the board will be through the Superintendent. The board will review and set salaries on an annual basis to assure minimum wage requirements.

EMPLOYMENT OF SECRETARY-BOOKKEEPER

Employment of the secretary-bookkeeper will be the responsibility of the Superintendent with the approval of the board. Work agreement renewal will occur at the regular May meetings.

EMPLOYMENT OF SCHOOL LUNCH PERSONNEL

Adequate staff will be employed to ensure that the school maintains a lunch program of the highest quality possible. The Board of Education will annually budget ample funds to support the school lunch program to ensure excellence in quality and quantity.

Work Agreement renewal for school lunch personnel will occur at the regular May meeting. The Superintendent with the approval of the board will be responsible to employ all school lunch program personnel.

EMPLOYMENT OF MAINTENANCE STAFF

The board recognizes the need for a well maintained, safe and healthy school plant. Upon the recommendation of the administration, the board will employ an adequate maintenance staff.

Work Agreement renewal for the maintenance staff will occur at the regular May meeting. The work agreement will be for one year and the general conditions of employment so stated on the work agreement. The board may issue a self-employed type work agreement or contract by hourly, monthly or annual wage.

EMPLOYMENT OF TEACHER-AIDES

The Board of Education, with recommendations from the superintendent will review annually at the regular meeting, the need for employment of teacher aides. All conditions of employment are subject to approval by the board.

EMPLOYMENT OF SUBSTITUTE NON-CERTIFICATED PERSONNEL

A list of qualified non-certificated substitute personnel will be kept current in the office of the superintendent and will include, but not be limited to the following departments:

- (1) Clerical, office and library
- (2) Maintenance
- (3) Teacher-aide

EMPLOYMENT OF OTHER MISCELLANEOUS NON-CERTIFICATED PERSONNEL

The Board of Education with recommendations from the superintendent will consider employment of personnel, other than those that have previously been mentioned, when a specific need exists.

SUPPORT STAFF EVALUATION

Support Staff Evaluation is provided for in the Employee Handbook as that may be from time to time amended by the Board of Education.

Evaluation of support staff on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the formal evaluation of support staff shall be to maintain support staff that meet or exceed the board's standards of performance, to clarify each support staff member's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the superintendent to ensure the support staff is formally evaluated annually. New and probationary support staff shall be formally evaluated at least twice a year.

Cross Reference: 412.02 Support Staff Qualifications, recruitment, Selection

NON-CERTIFIED PARAPROFESSIONAL PERSONAL LEAVE

Personal leave for Non-Certified Paraprofessional shall be earned at a rate of one day per quarter. There will be a total of 4 Personal days in a school year earned. Staff may use personal days on any scheduled workday. All personal days must be taken in ½ day increments. All personal days must be used prior to any unpaid leave being approved. However, if employment is ended and a staff member has not earned the number of days taken, the equivalent amount owed will be deducted from the final paycheck.

Personal time can only be used on days that the employee is scheduled to work. Days may not be used on unscheduled days (this would equate to cashing them in). All days earned must be used in the school year in which they were earned.

Para-Professionals must fill out a leave request online for approval, or the day missed will be unpaid and may be considered a "no-call-no-show."

INSURANCE & BENEFITS FOR ALL STAFF

If an employee's attendance at work fails to reach 80% and that employee no longer has any type of leave to utilize; that employee will be responsible for that percentage of insurance and benefits missed. Example: employee us only at work 10 of 20 work days in a pay period and has no more leave available to use; that employee is responsible for 50% of the cost of their insurance and benefits. Any employee missing 5 work days consecutively and no longer has any leave time must make a request to the superintendent in writing and have it approved.

WORKING CONDITIONS

Teaching is a task-oriented occupation, not a time-oriented one. Normal working hours, established by the board, are arrival at 7:45 a.m. to 3:45 p.m. Monday-Friday. Faculty members are expected to put in such hours, however, as are necessary to get their jobs done in an effective manner. Teachers may receive permission to deviate from their normal working day from the Principal. During the working day, there are no legally binding duty-free periods other than lunch. An effort is made to provide some planning time for each teacher and to keep assignments reasonably balanced. However, these may vary depending on the needs of the school system.

TEACHER CERTIFICATES

Each teacher is to have a certificate from the Department of Education to cover the field in which he/she is working. The certificate must be recorded and signed by the Superintendent of Schools before the teachers will receive a paycheck. A copy of your certificate will be with your personnel record in the Superintendent's office.

LESSON PLANS

Lesson plans are to be e-mailed to the principal. There should be assignments plus enough detail to help you stay aware of the goals you have set. They also serve as a very valuable guide for a substitute teacher. *A copy is to be turned into the Principals' office: by Monday 8:00 a.m. of each week!*

DRESS CODE

Administration, faculty, and staff need to be appropriately dressed for school days while students are in attendance. On teacher workdays, casual attire is allowable. On Wednesdays, the staff is allowed to wear jeans to school. Anytime a teacher is attending an educational meeting outside of the school district, professional dress will be expected.

STAFF ABSENCES

Absence for illness requires notification of the Superintendent of Schools, as well as their respective Principal, as early as possible so that a substitute may be hired. Notification should be made prior to 6:00 a.m. Absences other than illness require the Principal's and/or the High School Office Manager's approval for at least three (3) days in advance. A staff absence report should be completed and given to the Principal at that time. Regulations for leaves are outlined in School Board Policy. Sick leave is to be taken in half day increments.

CERTIFIED STAFF PTO/SICK LEAVE

PTO/Sick leave shall be taken in ½ day or full day increments with the exception of 2 PTO days per year may be used in hourly increments when a substitute teacher is not required (for a maximum of 8 hrs). All leave is required to be approved by the building administration prior to the absence. Any leave taken without prior administrative approval will be considered a full day and be deducted from any PTO or Sick leave remaining in that order. Any leave less than 4 hours will be forfeit by the staff member at the end of the school year. If there is no leave remaining (or less than a full day is remaining), a full day will be deducted from the employee's salary and disciplinary action will be taken.

SUBSTITUTE TEACHERS

The High School Manager arranges for substitute teachers, which are paid by the district. Teachers are not to arrange their own substitutes unless this has been prearranged with the Principal. The Principal will try to honor requests for particular subs, but the final decision is his/hers. An outline of work to cover during the absence should be left for the substitute in the substitute folder. Preparing the students in advance as to what they are expected to do will greatly help the substitute teacher. Up-to-date seating charts are required at all times.

SCHOOL RULES

School rules for students are spelled out in detail in the student handbook. In addition to these, teachers can make such reasonable rules as necessary to perform daily tasks. Teachers can also assign classroom penalties, however, rules or penalties, which are arbitrary, capricious or degrading, are prohibited. Since state law specifically prohibits corporal punishment, the threat of physical punishment/corporal punishment is prohibited. Use good judgment in making rules and enforcing them. Be careful to avoid making disciplinary decisions when angry. The use of profanity or degrading remarks in a classroom is prohibited. Teachers will NOT bully any student.

FACULTY RESPONSIBILITIES

Responsibilities, which require deadlines, are to be taken seriously. The following materials are to be appropriately completed and turned in on time:

Taking Attendance – Teachers must take attendance at the beginning of each period on the power school program. At the elementary, attendance will be taken by 8:00 a.m. and then again in the afternoon by no later than 12:00 p.m. The office will determine whether or not the absence is excused or unexcused. It is very important that careful attendance is taken each period. The Attendance Policy is outlined in the Student Handbook.

Lunch Count – Lunch count should be taken first period each day on Powerschool. An accurate count is necessary so enough food is prepared for all students who wish to eat. All staff members need to put in a lunch count if eating school lunch, whether you have a class first period or not.

Daily Bulletin – The daily bulletin should also be read during first period each day to inform students as well as staff of activities going on that day as well as upcoming events. Attendance, lunch count, and daily bulletin will be available on PowerSchool.

Supervision of Students – Students scheduled in a particular class are the direct responsibility of the teacher of that class. Students are not to be dismissed from class prior to the end of the period unless there is an educational reason. Students must have a pass from the instructor if there is a legitimate reason to be out of class. The student should not be allowed to go to an area that is not supervised by a staff member for an extended period of time. They must return to the class prior to the end of the period. Students should not be allowed to go to another faculty member's room without the direct permission of that faculty member. In short, students are not to be allowed to be alone in a classroom at any time unsupervised. This also includes lunch periods.

Teachers and other employees are responsible for ensuring that students are adequately supervised. This is a legal responsibility and cannot be abrogated on the grounds that "he/she is not in my class". **Teachers are to monitor hallways between classes and be alert to students' activity in all areas.**

According to the Computer Use policy, students are not to be using computers for purposes other than educational. This includes playing games, accessing internet sites other than those assigned, and using email at times other than those specified by policy. The use of email is not to be allowed in any class period at any time except to receive information for writing a paper, etc. **It is your responsibility to STOP students from using computers or the internet for purposes other than those allowed by policy.**

Red Cloud Community Schools has a closed campus policy, which means students are not to leave school grounds during school hours without permission of an administrator. If students need to go because of illness, parents/guardians will be contacted. Students are not allowed to go home or downtown during the lunch hour to eat.

Students are not to be in the building after school unless a teacher is supervising them. When a teacher sponsors a group in the building, he or she is to be the first person to arrive at the activity and the last to leave. The teacher is responsible for ensuring that lights are off and doors are secured. Students are not to be left alone in the building. When a group is working in the building, they should not be going to other parts of the building.

Outside doors will be locked at 4:45 p.m.

UNAUTHORIZED VISITORS

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

CLASSROOM MANAGEMENT

Teachers are initially expected to handle student behavior in their classroom themselves. Rules should be set and adhered to. It is often necessary to review them with each class from time to time. Discipline procedures should be consistent and fair.

Teachers will not use profanity or degrading remarks towards students' ethnicity, gender, or intellectual level.

Teachers may require students to serve detentions for classroom or hallway infractions. Detentions will be served after school with the teacher who gives the detention regardless of extracurricular activities or duties. Detentions should not exceed one hour. Try to give students a one-day grace period so they may arrange for transportation or change a work schedule. Phoning a parent is also helpful in getting students to serve detentions. It also makes them aware their child has to serve a detention.

If a student skips a detention, the punishment is doubled. If the detention is skipped again, the Principal should be notified. The student will be subject to student handbook policies.

KEYS

Each teacher is responsible for the keys they have been issued. Keys are not to be loaned to students or to people not employed by the school district! Children of school employees are under these same guidelines!

MONEY

Under no circumstances should money ever be left overnight in a classroom. Sponsors should have the students turn all money in to the school secretary at the beginning of each day.

FACULTY MEETINGS

Meetings will be held as needed; attendance is mandatory. Teachers need to attend IEP meetings concerning a student in their class. If unable to attend, written communication of student performance is required.

TEACHER EVALUATION

Teacher evaluation will occur as defined in school board policy and approved by the Department of Education. Evaluation procedures will be reviewed in the faculty in-service session.

PERSONAL CONDUCT

Staff members are to be role models for the students. If we are to effectively work with the students, we must show them respect, display a sense of responsibility and exhibit appropriate behavior.

If we expect the students not to use profanity, we should refrain from using it. When students do use profanity, they should be reprimanded.

Staff members should continue to be role models while in the community and are expected to do so. Inappropriate behavior at any time is unacceptable and will be dealt with by the administration.

NOON DUTY

Students should not be allowed to leave the lunchroom area until accompanied by a teacher on noon duty.

Although we have designated certain teachers to be on noon duty, all teachers need to cooperate. Teachers are expected to accompany their classes to the lunchroom at the prescribed time. Teachers are expected to help supervise students upon their return from lunch.

REPORT CARDS

The teacher, prior to the printing of report cards/progress reports, will verify final grades. Parents can check their student's grades on PowerSchool, so grades need to be kept up-to-date.

.HOMEWORK

Homework is a necessary part of the educational process and should be expected from each teacher. You should give only homework assignments you can check. If you fail to check homework and return it promptly, students will not believe the work was necessary or important.

SCHOOL ACTIVITIES, FIELD TRIPS & TRANSPORTATION

A limited number of field trips and activity trips may be made to supplement regular classroom instruction.

Bus requests from the activity sponsor must be made by the 25th day of the month prior to the month in which the activity will occur, to the Activities Director. Occasionally events do come up at the "last minute". When this does occur, a minimum of three days is needed to arrange transportation.

Bus supervision is a requirement of all activity sponsors. The sponsor is responsible for ensuring supervision on all trips. The supervisor is responsible for student conduct.

Students are required to present an approval slip to the office, signed by parents or guardians at the beginning of the school year before being allowed to participate. All trips shall be approved in the Principal's office. All field trips and activities during school must be cleared through the office at least ten days before the trip and a list of students participating must be turned in to the Principal's secretary.

Sponsors must have a copy of each student's emergency form with him or her on all field trips.

SUPPLIES/REQUISITION ORDERS

Supplies are ordered in the spring for the following year. If additional supplies are needed, a request should be made in the Superintendent's office. No purchases will be made and charged to the school unless a requisition has been secured from the Superintendent's office. All purchases must be authorized.

Requisitions are to be used by organization sponsors and submitted using an online form to the building principal. Orders received that do not include a requisition will not be paid with school district funds. Any correspondence with individuals or companies is not to include the name of the school unless approved by the administration.

ASSEMBLIES

Teachers are expected to attend all assemblies including pep rallies. Each teacher is responsible for supervision.

ACCIDENTS

The teacher shall fill out an accident report form and turn a copy in to the building Principal and the school nurse immediately. In case of serious injury, the parent shall be notified immediately and the principal shall be given a written report. This report shall be made on all accidents or injuries serious enough to warrant medical assistance or an insurance claim. Accident report forms are available from your building administrator..

SCHEDULE OF EVENTS

In order to guard against conflicts, it is necessary to schedule events in the administrator's office. All practices and meetings involving the school facilities must be scheduled and okayed in the respective building administrator's office.

EXTRA DUTY

Teachers are expected to share mutually in such duties as in-house substitution, morning, noon, or activity duties, as may be assigned by the administration.

CLASSROOM DOORS

All doors should remain locked (whether open or closed in case of a lock down) when conducting class. Doors are to be locked and closed when students are at lunch or everyone is out of the room. Doors and windows should not be obstructed.

EMERGENCY DRILLS

Secondary staff should take their grade book, along with a pen or pencil to report an accurate attendance count to the administrator. Attendance must be taken immediately upon reaching the designated area.

FIRE DRILL

Directions are posted in each classroom. A fire drill policy is also posted in each classroom. All elementary students will go to assigned areas. All secondary students will congregate by class at the corner of the sheriff's office lawn, where attendance will immediately be taken.

TORNADO DRILL

The signal indicating a TORNADO ALERT will be four consecutive rings of the bell. All elementary staff and students are to go to the assigned restrooms. All secondary staff and students are to go to the first floor hallway. Assume a position on the floor away from the doors and windows, on your knees with your head down and your hands over your head. Remain in this position until further instructions are given.

CELLULAR PHONES

Teachers and staff members will be expected to carry cellular phones on their person during the school day. **Cellular phones are to be used for emergencies only!**

HEAT AND LIGHTS

It is the teacher's responsibility to see that the classroom is conducive to good study habits. When leaving the room at noon and afternoon, be sure that the lights are turned off. Windows and doors will be locked before leaving school. All mechanical failures should be reported to the administration immediately.

When, for any reason, students are kept after school, teachers should see that these students are out of the building before he/she leaves. As a rule, all students are to be out of school by 4:00 p.m. except athletics or activities sponsored by a teacher. Whenever a teacher is the last to leave the building, the teacher should shut off all lights, including corridors, and see that the doors are locked. Coaches should be especially careful when they are the last out of the gymnasium or locker rooms to see that ALL the lights are off and that ALL doors are locked at either building.

EVENING REHEARSALS

Evening rehearsals and meetings should be held to a minimum. The sponsor is expected to admit only the students involved in the activity. Evening activities are to be over by 10:00 p.m. Students should be kept in that part of the building, which is being used for the activity. No class area is to be used unless that particular teacher is present. Careful supervision of students is the responsibility of the teacher. Any cases of the students either in or out of the group involved, which will not cooperate, should be reported to the Principal. Before leaving the building, the teacher must see that all students have left, the lights are shut off, windows are closed and locked, and ALL doors are locked.

WEDNESDAY NIGHT/SUNDAY ACTIVITIES

By common consent, Wednesday night and all day Sunday are designated as non-school activity time. Teachers will NOT schedule either performances or rehearsals on Wednesday nights. Any exceptions must be cleared through the building Principal's office.

ACCESS TO INTERNET BY ADULTS

Adults accessing Internet services provided by Red Cloud Community Schools shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Red Cloud Community Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.

Actions as a result of misuse may include but not be limited to a letter of reprimand, suspension with pay, suspension without pay, and/or termination.

PERSONAL BUSINESS VENTURES

There will be no personal profit sales on school grounds by staff using School equipment.

Sales for non-profit will be continued.

ACTIVITY SPONSORSHIPS

Staff members may be assigned to sponsor activities. These sponsorships are usually made as part of the teaching contract and carry the same obligations as other teaching assignments. Extra compensation is provided for many sponsorships. In addition, staff may be assigned additional duties such as ticket selling, supervision, etc. These tasks are generally not compensated.

Activity sponsorship includes the management of students at activities, practices, rehearsals as well as bus supervision. Management of students includes ensuring that students stay in the activity area, all doors are locked, lights shut off, school rules are followed, and the activity area is properly cleaned up when the activity has concluded. Activity sponsors are expected to set and maintain reasonable rules for student conduct not allowing conflict with regular school rules.

FUND RAISING

The Principal also coordinates activity fund-raising. Organizations wishing to sell anything (money-making articles, uniforms, etc.) must secure permission from the Principal, who will in turn check with the Superintendent about board policy. **All monies will be collected before any items are ordered.** Any organizations wishing to run the concession stand must sign up with the concession coordinator.

GRADING PROCEDURES

GRADES AND RECORD KEEPING

Teachers will take at least one grade each week. Grades are to be kept up-to-date and accurate. Grades should be kept confidential. Teachers will record grades using their computers on the PowerSchool grading system.

Each teacher is to have a written grading policy for each class. Students should be informed of the policy.

The grading scale used at Red Cloud Community School is as follows:

- A = 100 - 93
- B = 92 - 85
- C = 84 - 77
- D = 76 - 70
- F = 69 - and below

Qualifications for the Honor Roll are:

- Merit Roll - achieve a grade point average of 95% or higher and no grade below 85%
- Honor Roll - achieve a grade point average of 90% or higher and no grade below 80%

The grade point average will not be rounded up.

FAILING LIST

The names of students and the subject they are failing or near failing will be turned in to the office by 11:00 a.m. each Monday or the first day of the week. Confidentially, the teacher of the situation will verbally notify the student who is failing. The teacher will also, in verbal or written form, tell the student what needs to be done to bring the grade up.

Personnel

All Employees 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:

- 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, emailing a message about a student's grades).
- Using email to communicate with students in an inappropriate, immoral or unethical manner.
- Engaging in social-networking friendships with a student on a social networking site.
- 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. 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.
- Employees are expected to behave at all times in a manner supportive of the best interests of students.
- 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 former student within three years of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written or physical - toward a student.
- Showing sexual inappropriate materials or objects to a student.
- Discussing with a student sexual topics 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), except as appropriate in relation to the child's needs.
- Physical contact with a student that is not age appropriate or is initiated by the employee when the student does not seek or want 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 and school administrator unless another adult is in the vehicle and except in circumstances which are appropriate, such as driving a babysitter home or driving a friend or teammate of an employee's child home. If in question as to whether it is appropriate or not, the employee is to notify the employee's direct supervisor.
- Taking a student on an outing without obtaining prior express permission of the student's parent and 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 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 reason of family relationships between employees and their children who are students in the District.

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, or building administrator, 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 an administrator shall be reported to the superintendent, and concerns about the superintendent shall be reported to Red Cloud Community 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 communications 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.

Certificated Employee Reduction-In-Force

The board has the exclusive authority to determine the appropriate number of certificated employees. Reductions-in-force of certificated staff members may be required due to changes in the size or nature of the student population, limited financial support, changing programs, staff realignment or other changes in circumstances. Reduction-in-force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.

Prior to the reduction-in-force the board shall present evidence that such changes in circumstances have occurred. If a reduction of certificated staff is necessary, the superintendent or designee shall recommend to the school board those certificated employees to be reduced in employment under the provisions of this policy. No permanent employee may be selected for a reduction-in-force while a probationary employee is retained to perform a service that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the school board, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be terminated shall be made with consideration given to the following:

1. Programs to be offered;
2. Areas of certification and endorsement;
3. State and federal regulations which may mandate certain employment practices;
4. Special qualifications that may require specific training and/or experience;
5. Contributions to activity programs;
6. Qualifications based on past performance and competence as determined by the principal and/or superintendent through employee evaluation procedures;
7. The organizational and educational impact created by multiple part time certificated employees; and
8. Any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used under this policy shall conform to the board policies and administrative rules, regulations, and practices in effect at the time for the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained.

Due process for all employees selected for a reduction-in-force shall be followed.

Any certificated employee whose contract shall be terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty four months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits that had accrued to that employee prior to termination, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of each certificated employee to file with the superintendent a copy of the employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in the employee's certification or endorsements which have occurred since the previous year or are pending shall be filed with the superintendent.

Any certificated employee whose employment contract is terminated as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the superintendent and shall inform the superintendent of any changes of address thereafter. If a vacancy in the system occurs for which the employee has rights of recall, the offer of such employment may be sent by the superintendent to the employee's last known address. If no acceptance of such an offer is received from the employee within fourteen days of mailing and the superintendent has no personal knowledge of the whereabouts of the employee (other than last known address), the employee shall be deemed to have waived his/her rights to recall to the employment position.

Legal Reference: Neb. Statute 79-846 to 849
 Neb. Statute 79-824 to 844

Cross Reference: 402 Employees and Internal Relations
 406.08 Certificated Employee Evaluation

EMPLOYEE GRIEVANCES

Complaint Procedure

All complaints shall be handled according to the established complaint procedure policy. Any faculty member, administrator or board member approached with a complaint shall inform the person(s) of the proper method of registering the complaint. Complaints not filed in accordance with this policy will not be acted upon nor shall they be recorded or given any other official recognition.

An official complaint procedure form shall be on file in the central office.

Grievance Procedure

The Board of Education wishes to maintain open communications with its teacher. If a teacher feels they have a grievance, access to the board will be provided by following the prescribed procedure.

SECTION 1 - Definition of terms:

- (A) **Grievance** - claim based upon an alleged event or condition which affects the welfare and/or terms and conditions of employment of a teacher, or group of teachers, and/or the interpretation, meaning, or application of any of the policies, rules, or regulations or professional negotiations contracts of school districts.
- (B) **Aggrieved person** - or persons making the claim.
- (C) **Party in interest** - the person or persons making the claim, and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

SECTION 2 - Purpose: The broad purposes of machinery for a grievance adjustment in a public school system are:

- (A) Unobstructed communication with respect to alleged grievances without fear of reprisal.
- (B) Reduction of the potential areas of conflict among staff members and administrators and boards of education.
- (C) Two-way communication through recognized channels among administrators, staff members, local professional associations, and boards of education.
- (D) Development of improved morale and effectiveness of staff members.
- (E) Encouragement of teacher expression regarding conditions that affect him/her

SECTION 3 - An employee may be represented in any step of this procedure by a designated labor representative from the local association or the state association or by an individual licensed to practice law in the state.

(A) Level 1 (informal): If a teacher feels that he/she has a grievance, then he/she should first discuss the matter with the administrator to whom he/she is directly responsible in an effort to resolve the problem.

(B) Level 2 (informal):

1. **Step one:**

(a) If an aggrieved person is not satisfied with the disposition of his/her problem, or if no decision has been rendered after three (3) days through the informal procedure, he/she may submit his/her claim as a formal grievance, in writing, to the Superintendent of Schools:

(b) the Superintendent of Schools shall within three (3) school days render his/her decision and the reasons therefore, in writing, to the aggrieved persons. (Two copies to the aggrieved.)

2. **Step two:** If the aggrieved person is not satisfied with the disposition of his grievance at Step One, or if no decision has been rendered within three (3) school days after the presentation of the grievance to the Superintendent of Schools he/she will within five (5) school days:

(a) Consult with the representatives of the RCEA for direction in filing a written request for a hearing with the Board of Education or

(b) file a written request for a hearing with the Board of Education on his/her own behalf.

3. **Step three:** Within twenty-five (25) school days after receiving a written appeal, the Board of Education or a committee thereof shall meet with the aggrieved person, his/her representatives, and the Superintendent of Schools for the purpose of resolving the grievances. The decisions and reasons of the Board of Education shall be rendered in writing within three (3) school days. (Two copies to the aggrieved.)

(C) Level 3 (impasse resolution):

1. If the aggrieved person chooses not to accept the decision of the Board (Step three of Level Two) he may within five (5) days of receipt of notice of said decision:
 - a. Consult with representatives of the RCEA for directions on requesting grievance impasse.
 - b. Seek relief through the State or Federal Judicial System.

SECTION 4 - Other considerations:

- (A) A grievance affecting a group of teachers may be submitted to Level I action.
- (B) A grievance may be withdrawn at any level without prejudice.
- (C) No reprisals of any kind shall be taken by the Board or by any member of the administration, or by the Association or its individual members, against any party in interest, or any other participant in the grievance procedure by reason of such participation.
- (D) If a written grievance is not filed within thirty (30) days after the teacher knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be waived.
- (E) A copy of all Level 2 grievances shall be forwarded to the RCEA president.

COMPLAINT PROCEDURE FOR CLASSIFIED PERSONNEL

It is the policy of the Red Cloud School System to practice reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of concern, and to establish and maintain recognized two-way communication. A complaint procedure will be provided for prompt and equitable adjustment of differences at the most immediate level of supervision.

Each employee is assured the opportunity for an orderly presentation and review of concerns and complaints. The first level of settlement is with the immediate supervisor-probably the building principal. If not settled at this level, it is to be presented to the Superintendent for settlement.

If no agreement can be reached at this level, the complaint is to be put in writing and sent to the Board President for the Board's consideration.

No employee shall suffer reprisal or reduction of status as a result of having presented a complaint or having represented an employee in a complaint.

AMERICANS WITH DISABILITIES ACT

Red Cloud Community Schools will facilitate the resolution of complaints regarding the implementation of and compliance with the Americans With disabilities Act, this school district will provide forms to receive information for the same. The information supplied on this Grievance Statement shall serve as the basis for an investigation to be carried out by the Superintendent.

Red Cloud Community Schools will comply with laws regarding Americans with Disabilities.

I. AMERICANS WITH DISABILITIES COMPLAINT AND GRIEVANCE POLICY

1. **Purpose:** It is the intent of Red Cloud Community Schools that potential areas of conflict and equitable solutions to problems which may arise affecting the terms and working conditions of qualified individuals with disabilities be resolved consistent with the goal to maintain high staff morale and increased effectiveness of employees. The following is a formal procedure for resolving complaints and grievances regarding reasonable accommodation with regard to individuals with disabilities:

2. **Definitions:** To insure that all parties have a clear knowledge and understanding of the grievance procedure, the following definitions of terms shall be used by the Board of Red Cloud Community Schools and all employees of Red Cloud Community Schools.

(a.) **Complaint** - shall mean a claim based upon an event or condition which affects the terms or condition(s) of employment or employment-related activities of a qualified individual with a disability, as defined by the Americans with Disabilities Act, 42 U.S.C. 12,101 et. sec.

(b.) **Grievance** - shall mean a written complaint which was not resolved to the satisfaction of the aggrieved individual through the complaint procedure and the individual desires to carry the complaint further.

(c.) **Party of Interest** - shall mean the person or persons making the claim, including their designated representative.

3. **Formal Complaint Procedure:** The aggrieved employee shall present the complaint in writing directly to his or her immediate supervisor within 15 days of the employee's knowledge of the event or condition which affects the employee. The employee and supervisor should discuss the issue(s) in an effort to resolve the problem informally within three (3) working days from presentation of the complaint. After such discussion between the employee and the supervisor, the supervisor shall present a response to the employee within 45 days from the receipt of the complaint. Such response to the problem shall be in writing and be presented to the employee. If no response is given the employee within 45 days, or the response is unsatisfactory to the employee, the complaint will, at that time, immediately become a grievance.

4. **Formal Grievance Procedure:** If a complaint has not been resolved by the immediate supervisor to the satisfaction of the employee, the issue becomes a grievance and the following steps are to be taken:

(a.) The complaint, now a grievance, shall be reduced to writing and again be presented by the aggrieved employee directly to the immediate supervisor, using the Official Grievance Statement form obtained from the employer within five (5) additional working days. The supervisor shall note the date that the grievance statement is received, complete the written portion summarizing the previous discussion, and attach a copy of the written decision made at the complaint level. The grievance statement along with the summary of the supervisor and written decision at the complaint level, shall be completed and returned to the aggrieved employee within five (5) working days of receipt of the grievance statement.

(b.) When the aggrieved employee has received the formal grievance statement from his or her immediate supervisor, the aggrieved employee has five (5) working days to submit the formal grievance statement with attachments to the administrator.

The administrator shall note the date on which the grievance statement with attachments was received, and shall begin investigation of the complaint and preparation of a written decision.

The administrator may review any written materials or records and may interview any person which the administrator feels may be helpful in resolving the complaint.

The administrator must then return the grievance statement with attachments, along with his/her written decision to the aggrieved employee within 45 days after receiving the grievance statement. If, due to circumstances beyond the power and control of the employer and the administrator, the administrator is unable to render a written decision within 45 days, the administrator shall immediately notify the employee of the same and shall have an additional 45 days to complete his or her written response, or notify the employee that a decision cannot be reached.

(c.) If the aggrieved employee is not satisfied with the decision of the administrator, or is notified that no decision could be reached, the aggrieved employee may appeal the decision, or notice of no decision, within ten (10) working days of receipt of the decision or notice, by referring the complaint to the Red Cloud Community Schools. The aggrieved employee shall appeal the same by submitting the grievance statement with attachments, along with the decision or notice from the administrator to the board president.

5. Rights of Employees : The following are the rights of the aggrieved employees during the complaint and grievance procedure:

(a.) The employee may be accompanied or represented at any level of the complaint and grievance procedure by a fellow employee, a representative of a professional organization in which membership is held, or by an attorney.

(b.) No loss of pay will be incurred by any employee for scheduled participation in the adjusting of a grievance.

(c.) No reprisal or retaliation of any kind shall be taken by the board, the administrator, or supervisor against any party of interest, or any other participant in the grievance procedure by reason of such participation.

(d.) Nothing contained in this procedure shall be construed so as to abridge, limit, or restrict the civil rights of any parties of interest.

GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY AND STAFF

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance hereunder is a claim by a student, faculty member, or staff member that a violation of Title IX (discrimination based on sex), Title VI (discrimination based on race, color, or national origin), or Section 504 (discrimination based on disability) has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term grievant means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term days shall mean days when school is in session (except that when a grievance is filed on or after May 15, days shall refer to Mondays through Fridays, excepting legal holidays).

2. A grievance may be filed by an individual grievant (or by a parent on behalf of a student grievant) if the grievant feels that discrimination on the basis of sex, race, color, national origin, or disability has occurred in this school district.

3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.

4. The inclusion of time limits in this policy is for the purpose of ensuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

PROCEDURES

Level One

A grievant shall, within ten days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign, and submit it to the principal or immediate supervisor within five days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The principal or immediate supervisor must submit a written answer within five days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five days thereafter to the superintendent. The superintendent will respond in writing to the written grievance within five days thereafter.

Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the designated coordinator for Title IX, Title VI, and Section 504, who will convene a grievance committee for the purpose of examining evidence of discrimination in the submitted case. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

SUBSTANCE-FREE WORKPLACE

Red Cloud Community Schools is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

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

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

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

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

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

PROCEDURES:

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy, and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226,34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is asked by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such list.
5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
 - (a) An oral reprimand.
 - (b) A written reprimand.
 - (c) Suspension with pay.
 - (d) Suspension without pay.
 - (e) Termination of employment.

- (f) Cancellation of employment.
 - (g) Non-renewal of employment.
 - (h) Referral to appropriate authorities for criminal prosecution.
 - (i) Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
 - (j) Mandatory enrollment in any training programs that are or may be provided by the District or other relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law. The manner in which each case shall be handled shall be at the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
 7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.
 8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has finished such programs. If aftercare is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such an aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.
 9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as herein above referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

BOARD POLICY

It shall be the policy of Red Cloud Community Schools, District No. 2 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such shall be presented to all of the District.

In the event of disciplinary proceedings against any student for any District policies pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student or his or her parent or parents or guardian.

BOARD POLICY

It shall be the policy of Red Cloud Community Schools, District No. 2 to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language: "This receipt shall serve to demonstrate that you as parent or guardian of a student attending Red Cloud Community Schools, District No. 2 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. PART 86, both Federal legal requirements for the district to obtain any federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards."

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES, OR AS PART OF ANY OF THE SCHOOL'S ACTIVITIES.

It shall be the policy of Red Cloud Community Schools, District No. 2, in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

BOARD POLICY

It shall be the policy of Red Cloud Community Schools, District No. 2 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as herein above referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

BOARD POLICY

It shall be the policy of Red Cloud Community Schools, District No. 2 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

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

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

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

Dated this _____ day of _____ 20__.

Signature of Employee

Red Cloud Faculty Handbook Receipt

Any sums owed the school district as a result of purchases made by a faculty member which have not been paid for such as school lunches, supplies of any kind or services from the school shall be paid for at the time the expenditure or debt is incurred. Any sums remaining unpaid at the end of the school year shall be deducted out of the last paycheck of the employee for that school year. In the event that any employee has made an unauthorized purchase in the name of the school the price of such purchase shall be assessed against the employee by deducting from his or her last paycheck an amount equal to the unauthorized purchase. If the unauthorized purchase exceeds the amount of the last paycheck and such amount is known prior to the issuance of paychecks that amount will become due prior to the last check or the amount may be prorated out over multiple remaining paychecks.

The undersigned is an employee of the Red Cloud Public Schools and by signing this acknowledgement acknowledge receipt of the above and foregoing handbook, I agree to be bound by the terms and conditions of employment as set forth in the handbook and my signature constitutes my written approval for deduction from my paycheck for any sums for which I may have become liable to the school district during the course of the school year.

Dated this _____ day of _____

Employee

