

**CREIGHTON
COMMUNITY PUBLIC SCHOOL**



**Staff Handbook
2022-2023**

Purpose of Handbook:

The purpose of this staff handbook for the 2022-2023 school year is to ensure that all staff members understand and follow pertinent, approved school board policy. Certain board policies have been adopted to ensure that we are providing a safe learning environment for students and a safe work environment for the adults. Failure to follow policies included in this handbook could result in disciplinary action.

Staff are also required by state and federal law to complete specific training on an annual basis. The required training information is included on the signature page at the end of this staff handbook.

Contents:

1. Pertinent board policies relating to staff - all other board policies can be found on the school website.
 - a. Employee Grievances - 402.05
 - b. Staff Conduct with Students - 402.15
 - c. Child Abuse - 403.02, 403.02R1, 403.03
 - d. Employee Use of Social Networks - 403.07
 - e. Universal Precautions - 404.04R1
 - f. Harassment - 404.06
 - g. Substance-Free Workplace - 404.07
 - h. Employee Conduct and Appearance - 405.00
 - i. Certificated Employee Evaluation - 406.08
 - j. Certificated Employee Probationary Status - 406.09
 - k. Certificated Employee Reduction-In-Force - 408.05
 - l. Certificated Employee Training, Workshops, or Conferences - 409.02
2. Substance Free workplace policy signature page (return to office)
3. Driver Certification Form (return to office)
4. Responsibility of Sponsors at Activities Signature Page (return to office)
5. Required Trainings and Policy Review Signature Page (return to office)

EMPLOYEE GRIEVANCES

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

Nothing in this policy shall contradict the requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board.

Cross Reference: 301.04 Communication Channels

Adopted- 7/16
Reviewed-
Revised- 11/17

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The term "students" excludes a staff member's immediate family members.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;
- Any type of sexual or inappropriate physical contact or engaging in a dating or romantic relationship with a student or former student within one year of the student's graduation or end of enrollment, or any other conduct that might be considered harassment under Board policies;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;

Approved _____ Reviewed _____ Revised August 2021

- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students or discussing sexual topics not related to that employee's instructional curriculum;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business). Communications between staff, student teachers or interns and the students, when required for school-related purposes shall be handled through means using the district's electronic network;
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members requesting an exception to this policy must have clear prior permission from their administrator. Administrators must be notified by the employee of any unintended violation within 24 hours of the incident. Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting. Violations by certificated staff may result in referral to the Nebraska Department of Education with consequences including disciplinary action up to and including dismissal.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of this policy.

This policy shall be included in future employee, student and volunteer handbooks.

UNIVERSAL PRECAUTIONS REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste.

It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

Adopted- 7/16

Reviewed- 10/17

Revised-

CHILD ABUSE REPORTING

All school employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities and principal. "Employees" also includes coaches and volunteers participating in interstate amateur athletic competitions. The principal shall ensure that the report has been made to the proper law enforcement authorities.

The employee shall make an oral report to the local law enforcement agency by telephone within a 24-hour period, followed by a written report if necessary. The report will include all information required by law.

Legal Reference: Neb. Statute 28-711

Cross Reference: 403.03 Abuse of Students by School District Employees
504.17 Questioning of Students by Outside Agencies
508 Student Health and Well Being

Adopted- 7/16

Reviewed-

Revised- 7/20

CHILD ABUSE REPORTING REGULATION

Any school employee shall make an oral report by telephone to the local law enforcement authorities or the Department of Health and Human Services when that employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect.

"Child abuse" is defined as knowingly, intentionally or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or
6. Placed in a situation to be sexually abused as defined in Neb. Statutes 28-319 or 28-320.01.

The oral report shall include the caller's name and address.

The oral report will be followed by a written report that shall include to the extent available, the following:

1. The employee's name and address;
2. The name, address and age of the abused or neglected child;
3. The address of the person(s) having custody of the child;
4. The nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect;
5. Any evidence of previous abuse or neglect, including the nature and extent; and
6. Any other information which in the opinion of the person making the report may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator(s).

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements.

Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor.

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

Adopted- 7/16

Reviewed-

Revised-

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action.

The superintendent is responsible for implementing this policy and for organizing employee training when needed relating to this policy. Procedures shall be reviewed periodically for adequacy and accuracy.

Cross Reference: 403.02 Child Abuse Reporting
 404.06 Harassment by Employees
 505.06 Corporal Punishment

Adopted- 7/16

Reviewed-

Revised- 9/20

EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District.

The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Adopted- 7/16

Reviewed-

Revised- 11/17

HARASSMENT

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

Harassment includes, but is not limited to, race (including skin color, hair texture, and protective hairstyles), religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Harassment on the basis of race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse or unwelcome communication implying sexual motives or intentions;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;

Approved _____ Reviewed _____ Revised July 2021

- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the Compliance Coordinator or building principal.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. It is the intention of the district to complete its investigation within ten (10) working days after receiving a complaint unless extenuating circumstances such as unavailability of a witness or needing additional time because of the complexity of the investigation or the need to involve outside experts. The extended timeframe for investigation due to extenuating circumstances shall not exceed ten (10) days without the consent of the complainant, unless the alleged victim agrees to a longer time limit. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is

harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994).
29 C.F.R. Pt. 1604.11 (1996).

Cross Reference: 103 Equal Educational Opportunity
402.01 Equal Opportunity Employment
402.05 Employee Grievances
403.03 Abuse of Students by School District Employees
405 Employee Conduct and Appearance
504.18 Harassment By Students
505 Student Discipline

SUBSTANCE-FREE WORKPLACE

Creighton Community Public School is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, Creighton Community Public School unequivocally endorses the philosophy that the school, students, and employees should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of Creighton Community Public School to engage in the unlawful possession, use, or distribution of illicit drugs and/or alcohol on service unit premises or as part of any of the school's activities.

1. DEFINITIONS

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

- a. 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.
- b. The unlawful possession, use, or distribution of alcohol on service unit premises or as a part of any of the school's activities.

As used herein, the term "service unit premises" shall mean any property whether owned, leased, or in other manner under the control of the Creighton Community Public School.

As used herein, the phrase "as a part of any of the service unit's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of Creighton Community Public Schools.

2. PROCEDURES

- a. All employees and each new employee will receive a copy of this policy.
- b. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging Creighton Community Public Schools' 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 D.F.C., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put Creighton Community Public School receipt of federal funds in jeopardy. A copy of the acknowledgement receipt is included in these Board Policies.
- c. 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 Administrator or his designee at the time this policy is distributed to the employee. If no questions are directed by the employee to the Administration or his designee it shall be the legal position of Creighton Community Public School to presume that the employee has understood and will abide by this policy.
- d. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Administrator or his designee to inform any employee not in compliance about any drug and/or 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 Administrator or his designee shall maintain a list of such available services and shall from time-to-time update such list.
- e. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
- An oral reprimand
 - A written reprimand
 - Suspension with pay
 - Suspension without pay
 - Termination of employment
 - Cancellation of employment
 - Non renewal of employment
 - Referral to appropriate authorities for criminal prosecution.
 - Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
 - Mandatory enrollment in any training programs that are available and related to the activities prohibited by this policy.
- f. Disciplinary action sought to be imposed by the Administrator or his designee shall be carried out in accordance with the established policies of Creighton Community Public School. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Administrator or his designee subject to the Administrator's approval, provided only that such action shall be carried out within the bounds of applicable law.
- g. Conviction of an employee of Creighton Community Public School 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 Administrator or other official of the Creighton Community Public School, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of Creighton Community Public School 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.
- h. 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 the immediately preceding paragraph, Creighton Community Public School by and through its Administrator 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. Creighton Community Public School will not be responsible for any costs associated with attendance of the employee in such drug abuse program. The administrator or his designee may require the employee to provide the Administrator or his designee written documentation satisfactory to the Administrator or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Administrator or his designee in his sole discretion may require the employee to enroll in such after care program and to participate in a manner satisfactory to the provider of such aftercare program. The Administrator 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 Administrator or his designee. The Administrator or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at Creighton Community Public School.

- i. It shall be the policy of Creighton Community Public School 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 Administrator 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 legal advice regarding any such potential self-incriminating.

3. REVIEW OF DRUG FREE POLICIES

It shall be the policy of Creighton Community Public School to review biennially its entire program pertaining to the prevention of the use of illicit drugs and /or the abuse of alcohol by employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

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

4. REPORTING VIOLATIONS OF DRUG FREE POLICIES

It shall be the policy of Creighton Community Public School to require the Administrator to keep a statistical report of all violations of policies and programs of Creighton Community Public School which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on property of Creighton Community Public School or as a part of an activities of Creighton

Community Public School. The Administrator shall at least annually provide a report to the Creighton Community Public School consisting of at least the following:

- a. The date and nature of any incident of non-compliance with policies of Creighton Community Public School pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by employees.
- b. The nature of any sanction carried out against any such person in violation of such policies.
- c. 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.

5. DRUG ABUSE AWARENESS

It shall be the policy of the school district to endorse the philosophy that the school settings should be free from the detrimental effects of illicit drugs. The policy of the school district to insure employee safety and work place integrity and to act against the illegal manufacture, possession, distribution or use of controlled substances in the work place by our employees.

All employees of the school district and newly hired employees of the school district will receive a copy of this policy. In addition, each employee will receive a drug abuse awareness form which will state that it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the work place. Each employee will sign and date this statement by certifying that they:

- 1) Understand and will abide by the drug free work place policy.
- 2) Have knowledge of the disciplinary actions which may be imposed for violation of the drug free work place policy.

The signed and dated statement will be permanently maintained in the employee's personnel file.

If any employee violates the drug free work place policy, disciplinary action may be imposed to the extent provided by law.

A drug free awareness program to inform employees about dangers of drug abuse in the school's policy of maintaining a drug free workplace, drug counseling, and penalties imposed for violations will be incorporated into activities planned for teacher workdays at the beginning of each school term.

EMPLOYEE CONDUCT AND APPEARANCE

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

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

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

Every report of alleged violations of employee conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing employee conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of employee conduct policies.

Legal Reference: NDE Rule 27

Cross Reference: 305 Administrative Code Of Ethics
402.02 Employee Orientation
404.06 Harassment by Employees
404.07 Substance-Free Workplace
408 Certificated Employee Termination of Employment
414 Support Staff Termination of Employment

Adopted- 7/16
Reviewed-
Revised- 9/20

CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee'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.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the past semester's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

This evaluation instrument shall include at a minimum evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The teacher will be allowed to offer a written response. The regulation will also specify what training will be provided by the district for evaluators.

It shall be the responsibility of the superintendent to ensure certificated employees are evaluated at least annually. The evaluation shall include at least one classroom observation for one period.

New and probationary certificated employees shall be evaluated at least once each semester. This evaluation procedure will include at least one classroom observation for one period each semester.

TRAINING SESSIONS FOR DISTRICT EVALUATIONS will be:

1. Conducted by the Superintendent in review of Board Policy and Evaluation procedures with the building Principal and/or Evaluators.
2. Conducted by required attendance at workshops on Evaluation. These workshops could include seminars conducted at State or National organizations to which Administrators are members thereof.
3. Other training sessions as may be necessary.

EVALUATION PROCEDURE

All tenured teachers will be formally evaluated at least once before January 15th by the

Administrator, with at least one evaluation to last one full class period. Probationary teachers will be formally evaluated at least once each semester with both lasting the entire period. On January 15th a report will be given to each teacher as to whether his/her performance is acceptable. If there are areas of concern where improvement is needed for re-employment, the specific areas of concern should be given to the teacher in writing at that time. The teacher will then be evaluated two (2) more times before March 31st, with at least one being the entire class period. By March 31st the Principal will give a copy of the final evaluation to the teacher and this evaluation will include the Administrator's recommendations for reemployment which will be given to the Superintendent. Principals and/or the Superintendent may visit classrooms as needed to insure that effective teaching is occurring.

DEFINITION OF AN EFFECTIVE TEACHER

The effective teacher is characterized by a high degree of success with students in the classroom. He or she is a stimulating and effective teacher with excellent preparation. He or she has the ability and the willingness to use that background to influence students and learning. As a professional person, this teacher shows evidence of keeping abreast of current trends in education and strives to improve his or her teaching ability. This teacher shows a conscientious responsibility to all of his or her assignments. As a professional, he or she is interested in working toward the improvement of the school and its policies. His or her attitude is positive towards children and education.

The requirements stated in the Negotiated Contract between employees in the certified collective bargaining unit and the board regarding evaluation of such employees shall be followed.

Legal Reference: Neb. Statute 79-828
 NDE Rule 10-007.06

Cross Reference: 408.05 Certificated Employee Reduction-In-Force

Adopted- 7/16
Reviewed- 11/17
Revised- 11/17

CERTIFICATED EMPLOYEE PROBATIONARY STATUS

The first three years of a new full-time certificated employee's contract shall be a probationary period. The probationary period for part-time certificated employees shall be based upon formulas provided by state statute.

During this probationary period the superintendent may terminate or amend the certificated employee's contract at year-end or discharge the employee in concert with corresponding board policies.

Employees will be allowed due process as provided by state statutes and the Negotiated Contract.

Legal Reference: Neb. Statute 79-828

Adopted- 7/16
Reviewed-
Revised-

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 (not listed in priority order):

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 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
 79-824 to 844

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

Adopted- 7/16
Reviewed-
Revised-

CERTIFICATED EMPLOYEE TRAINING, WORKSHOPS OR CONFERENCES

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the superintendent and/or principal. Approval of the superintendent or principal must be obtained prior to attendance by a certificated employee in a professional development program when the attendance would result in the certificated employee being excused from their duties or when the school district pays the expenses for the program.

Employees authorized by the superintendent or principal to represent the school system at training, workshops and conferences will be allowed salary and expenses in conformance with regulations on expense reimbursement. Requests that involve unusual expenses or overnight travel must also be approved by the superintendent.

The superintendent shall have sole final discretion to allow or disallow certificated employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the certificated employee and the school district, the effect of the certificated employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

Cross Reference: 402.08 Employee Travel Compensation
 402.11 Credit Cards

Adopted- 7/16
Reviewed-
Revised-

** The pages following this sheet should be reviewed, signed, and returned to the office by the deadline as shared by administration each school year.

DRUG ABUSE AWARENESS

I HAVE RECEIVED A COPY OF THE SCHOOL DISTRICT'S Drug Free Work Place Policy. I understand that any violations of this policy may result in disciplinary consequences,

I will abide by this policy.

Name _____

Date _____

- 1 - Please retain one copy for your file.
- 2- The original will be maintained in your personnel file.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act
Amendments of 1989,
41 U.S.C. §§ 701-707 (1994).
42 U.S.C. §§ 12101 et seq. (1994).
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

Adopted- 7/16
Reviewed-
Revised-7/19

CREIGHTON COMMUNITY PUBLIC SCHOOL

"DRIVER CERTIFICATION"
FOR USE OF DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS

This certification is required for all persons who: (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District.

NAME: _____ Operator's License #: _____ License Class: _____

I certify that the following information is true and accurate:

_____ I have a current and valid Nebraska Motor Vehicle License, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

_____ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

- | | |
|--------------------------|---------------------------------|
| _____ Corrective Lenses | _____ Outside Mirrors |
| _____ Automatic Signals | _____ Maximum Speed Restriction |
| _____ Mechanical Aids | _____ Daylight Only |
| _____ Restricted Area | _____ 2 Lane, 2 Way Only |
| _____ Automatic Trans. | _____ No Interstate Driving |
| _____ No One Way Streets | _____ Other: _____ |

_____ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

_____ Cell phone and other handheld wireless communication devices will not be used while the vehicle is in motion.

_____ I have been given instruction on emergency evacuation procedures, first aid and other instructions applicable to the group of pupils being transported.

_____ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

_____ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of the following events:

- Suspension, revocation, withdrawal or expiration of my driver's license;
- Any ticket or accident while in a District-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time;
- Any circumstance which may result in any of the responses on the Driver Certification not continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

Date this _____ day of _____, 20_____.

Signature of Driver _____

Responsibility of Sponsors at Activities

Throughout the school year, several opportunities for student trips will occur. Whether academic or activity based, students and sponsors are to adhere to all school district policies, while at an activity or trip. Sponsors of such activities are to enforce all school district rules and regulations while themselves, adhering to the policies found in the Teacher Handbook, Student Handbook, Activities Handbook, and School Board Policies.

As a sponsor, I agree to adhere and follow all policies and rules established by the Creighton Community Public School. I have taken the time to read the various handbooks and policies and understand them. My signature below, indicates that I have read, understand, and agree to enforce and follow all rules, as established by the Creighton Community Public School.

SIGNATURE: _____ DATE: _____

Creighton Community Schools
Required Trainings and District Policy Review
2022-2023 School Year

Please initial after completing each training requirement. Once every requirement is completed, please sign and date at the bottom, and return the document to the high school office.

- _____ 1. I have completed **Suicide Prevention Training**
- _____ 2. I have completed **Title IX/ Professional Boundaries Training.**
- _____ 3. I have reviewed all **staff handbook policies** listed below:
- a. Employee Grievances - 402.05
 - b. Staff Conduct with Students - 402.15
 - c. Child Abuse - 403.02, 403.02R1, 403.03
 - d. Employee Use of Social Networks - 403.07
 - e. Universal Precautions - 404.04R1
 - f. Harassment - 404.06
 - g. Substance-Free Workplace - 404.07
 - h. Employee Conduct and Appearance - 405.00
 - i. Certificated Employee Evaluation - 406.08
 - j. Certificated Employee Probationary Status - 406.09
 - k. Certificated Employee Reduction-In-Force - 408.05
 - l. Certificated Employee Training, Workshops, or Conferences - 409.02
- _____ 4. I have signed and returned the following forms with this checklist:
- _____ a. **Drug Abuse Awareness Signature Page**
 - _____ b. **Driver Certification Signature Page**
 - _____ c. **Responsibility of Sponsors at Activities Signature Page**
- _____ 5. I have completed the 2-hour required **driving training** video course (ONLY for those that will drive a school vehicle while transporting students. Place N/A on the line if this does not pertain to you).

_____ 6. I have read **policy 406.08 (certificated staff evaluation)** included in the staff handbook and have received notice from administration that I will be evaluated according to policy this school year (ONLY for TEACHERS. Place N/A on the line for #6 if you are not a teacher).

Final Signature

I have completed all of the requirements above and have returned all required signature pages to the high school office.

Signature

Date