

AGENDA

School District #145 - Waverly Public Schools

1. Second Reading of Board Policy
 - 1.1. Board Policy 6025 Special Education
 - 1.2. 5074 - Questioning by Law Enforcement
 - 1.3. Policy 4000 - Personnel
 - 1.4. Policy 4320 - Job Description Central Office Secretary
 - 1.5. Policy 4325
2. Policies to consider for first reading
 - 2.1. BP 4307 Groundskeeper Job Description
 - 2.2. BP 4359 Technology Support Specialist
 - 2.3. BP 9120 Filling Vacancy
 - 2.4. BP 9368 Meeting Conduct
 - 2.5. BP 5008 Option Enrollment
 - 2.6. BP 4035 Prohibition on Aiding Sexual Abuse
 - 2.7. BP 4037 Workplace Privacy
 - 2.8. BP 5015 Hazing
3. Policies to review next
4. School Law Information

Special Education Policies

It is the intention of School District 145 to comply with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.10E Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law. Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC ~~52-008~~ 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan shall be developed and be implemented for the child. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: ~~92 NAC 52-008~~ 92 NAC 51-007-16 through 00716B16

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 ~~and 015-012.08E~~ and 015.01 through 015.09

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15B

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child’s native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; ~~006.02C~~

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation *under 92NAC51-006* to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D2; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference:

34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

Policy Adopted: 9/08/15

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Introductory Statement

The Board of Education believes a capable, well trained, and student-orientated staff is a prime ingredient in maintaining a quality learning environment for School District 145 students. The Board of Education endorses hiring procedures, via a competitive interview process, which secures the best personnel available along with staff development and evaluation practices, which maintain employee quality.

The superintendent is responsible for administering recruitment, hiring, assignment, evaluation, staff development, and termination procedures, which complies with board policies, Nebraska Department of Education Rules and Regulations, and state and federal employment related statutes. The superintendent at each regular monthly board meeting will report all personnel assignments, reassignments, and terminations with said actions subject to a majority vote of the entire board.

No board member shall vote on the hiring of an employee who is related to him/her by blood or marriage.

Required Employee Core Expectations

- *Pleasant with others on the job and displays a good-natured, cooperative attitude.*
- *Reliable, responsible, dependable, and fulfills obligations.*
- *Honest and ethical.*
- *Sensitive to others' needs and feelings and is understanding and helpful on the job.*
- *Careful about detail and thorough in completing work tasks.*
- *Accepts criticism and deals calmly and effectively in high stress situations.*
- *Open to change and considerable variety in the workplace.*
- *Motivated and self-disciplined.*
- *Completes tasks efficiently with minimal supervision.*
- *Regular, dependable attendance on the job.*
- *Willingness to take on responsibilities and challenges.*
- *Actively looks for ways to help people.*
- *Organized and helps maintain a clean, neat, efficient work space.*
- *Develops and maintains a positive, professional rapport with students, staff, parents and co-workers.*
- *Maintains confidentiality and loyalty to the employer.*
- *Promotes a positive image of the District at all times.*

Policy Adopted: 04/10/78

Policy Revised: 10/04/82

Policy Revised: 02/03/92

Policy Revised: 02/08/05

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Job Description – Central Office Secretary

Classification:	Classified Staff
FLSA Status:	Non-Exempt
Terms of Employment:	12 month position
Compensation:	Reviewed and established annually
Evaluation:	Completed by the Business Manager

Required Employee Core Expectations

- Pleasant with others on the job and displays a good natured, cooperative attitude.
- Reliable, responsible, dependable, and fulfills obligations.
- Honest and ethical.
- Sensitive to others' needs and feelings and is understanding and helpful on the job.
- Careful about detail and thorough in completing work tasks.
- Accepts criticism and deals calmly and effectively in high stress situations.
- Open to change and considerable variety in the workplace.
- Motivated and self-disciplined.
- Completes tasks efficiently with minimal supervision.
- Regular, dependable attendance on the job.
- Willingness to take on responsibilities and challenges.
- Actively looks for ways to help people.
- Organized and maintains a clean, neat, efficient office.
- Develops and maintains a positive, professional rapport with students, staff, parents and co-workers.
- Maintains confidentiality and loyalty to the employer.
- Promotes a positive image of the District at all times.

Performance Responsibilities

Perform general office duties including but not limited to:

- Greeting visitors
- Answering telephones calls and addressing inquiries, taking messages, or determining whether access to specific individuals should be given.
- Entering, accessing, filing, processing, or retrieving data, documents and related materials; maintaining records management systems, and files; preparing reports for administration; ordering and dispensing supplies; preparing correspondence to routine inquiries.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data including compiling numerical or statistical data.
- Communicating with employees
- Representing the district in person, in writing, by telephone or email to customers, the public, government, and other external organizations.
- Reviewing work done by others to check for correct spelling and grammar, and recommend revisions.

- Maintaining confidentiality of information, including information concerning staff, students, and their families.
- Following school district operations, policies, and procedures.
- Assisting in budget planning and expenditure control procedures according to district regulations.
- Performing other tasks or duties as assigned by business manager or superintendent.

Qualifications**Educational:**

- High School Diploma.
- Associate or bachelor's degree in related field is preferred or a combination of experience and training in secretarial and/or book-keeping is beneficial.

Skills:

- Ability to operate office machines such as computer, fax and copy machine.
- Knowledge of software applications, word processing, and spreadsheets.
- Proficiency in writing and oral communication.

Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. This job is performed in a generally clean and healthy indoor environment.

Central Office Secretary I**Administrative Regulation 4320.1**

Specific Duties:

- Prepare, calculate and maintain records to administer employee payroll, benefits, NPERs, according to established procedures.
- Record, track, and maintain employee leave records, including FMLA.
- Prepare, record, classify, file, and maintain personnel records, including certified employee contracts.
- Prepare, and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other related documents.
- Calculate, prepare, and maintain hot lunch account records, and other related documents in accordance with district procedures, state and federal guidelines.
- Manage and maintain superintendent's schedule.
- Maintain the district conference and meeting room schedule and calendar.
- Manage district mail, postage, sorting and delivery.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Post internal employment notices, external advertising, and notice for publication according to district procedures.
- Prepare agendas and related materials, and make arrangements for board of education meetings.
- Responsible for ordering and keeping an inventory for district office supplies.
- Responsible to obtain, record, and maintain current teaching certificate with superintendent's signature.
- Responsible to obtain, record, and maintain substitute teacher's certificate with superintendent's signature; record and report the numbers of substitute days in the district.
- Responsible to prepare, record, and maintain records for option enrollment students.
- Prepare and maintain employee information associated with negotiated agreements.
- Prepare and maintain information regarding cross-town busing.
- Provide necessary information for completion of state, federal reports and for the Nebraska Student Staff Records System (NSSRS).
- Help prepare the student census.

Central Office Secretary II**Administrative Regulation 4320.2**

Specific Duties:

- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Classify, record, code and summarize numerical and financial data in order to compile and maintain financial records, using journals and ledgers or computers.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Receive, record, and bank cash, checks, and vouchers.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Transfer details from separate journals to general ledgers or data processing sheets.
- Compile, enter and maintain budget data and documents, based on estimated revenues and expenses and previous budgets.
- Match order forms with invoices, and record the necessary information.
- Prepare, enter, and maintain records, relating to employment applications and communicate with applicants according to district procedures.
- Complete employee background checks
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Complete requisitions and purchases, registration for conferences, meetings, and travel arrangements for district administrators.
- Register board members for attendance at activities/events outside the district.
- Collect and maintain student transportation route information.
- Collect and enter information to organize and record maintenance tasks and expenditures.

Central Office Secretary III**Administrative Regulation 4320.3**

Specific Duties:

- Greet visitors, answer telephones calls and address inquiries, take messages, or determine whether access to specific individuals should be given.
- Receive, record, and bank cash, checks, and vouchers for Activity Fund.
- Prepare bank deposits for Activity Fund, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Calculate and prepare checks for Activity Fund payments.
- Monitor status of Activity Fund accounts and prepare and maintain records.
- Responsible to collect necessary information for PowerSchool and Nebraska Student & Staff Records System (NSSRS), enter and main data accurately, complete reports, and attend trainings as needed.
- Record all designated district student data and information.
- Provide support for Director of Special Education, Director of Learning and Director of Technology as designated.
- Prepare agendas and make arrangements special education meetings, curriculum or technology meetings.
- Create, prepare, and manipulate spreadsheets as assigned by district administrators.
- Prepare student standardized testing materials and submit required documentation.
- Support management of district alert system and utilize to disseminate messages.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Help prepare the student census report.
- Collect information to complete the Civil Rights Report.
- Prepare and maintain board policy records. Publish board policy, agendas, and minutes on district website.
- Prepare, publish, and maintain district level information on District 145 website.
- Inventory specific items as assigned by district departments.

Job Description, ~~Teacher Assistants~~ Paraprofessionals

~~Teacher assistants will be assigned, supervised, and evaluated by the respective building principals with input from supervising teacher personnel and their duties shall include, but not be limited to, the following:~~

- ~~1. Student supervision.~~
- ~~2. Assisting teachers in preparing instructional materials, correcting papers and grade recording, student attendance, and room preparation.~~
- ~~3. Tutoring and small group instruction as directed and supervised by a teacher.~~
- ~~4. Maintaining a cooperative working relationship with all personnel, students, and patrons.~~

Classification:	Classified Staff
FLSA Status:	Non-Exempt
Terms of Employment:	Position works August-May during the school year
Compensation:	Reviewed and established annually
Evaluation:	Completed by the Principal or Special Education Director

Performance Responsibilities**Level 1: General Education Paraprofessionals**

- Provide assistance in the general education classroom, media center, cafeteria, gym, playground, or any location as needed to perform assigned duties.
- Provide assistance with all general education and special education students that are served as directed by certified or licensed staff.
- Level 1 employees work the majority of the school day in a primary job assignment in the media center, kindergarten classrooms, or Title I program.

Level 2: Special Education and English Language Learner Paraprofessional

- Provide assistance to small groups of students with disabilities in the general education classroom or special education classroom.
- Provide assistance in the classroom, media center, cafeteria, gym, playground, or any location as needed to perform assigned duties.
- Provide accommodations and modifications in the learning environment for students as directed by the teacher to provide supplementary academic practice.
- Level 2 employees work the majority of the school day with identified special education students or English Language Learners and may also support general education students as part of their assigned responsibilities.

Level 3: Special Education Paraprofessional providing specialized service

- Provide specific assistance to an individual student with an identified disability.
- Provide assistance in the classroom, media center, cafeteria, gym, playground, or any location as needed to perform assigned duties.
- Provide specially designed assistance to students including health, behavior and academic instructional programming under the direction and guidance of certified or licensed staff (i.e. principal, teacher, therapist, school psychologist).
- Level 3 employees work the majority of the school day with an identified special education student. Assignment may be in a behavior program, alternative curriculum classroom, preschool, or serve as a brailist, job coach in the community, or tend to special student health needs.
- Requires additional training, certification and/or responsibility.

Qualifications**Educational:**

- High School Diploma.
- Associate degree in related field is preferred or a experience and training is beneficial to meet the federal highly qualified employee requirement.

Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and specialized assignments may require providing care for the health needs of a child. Generally the job requires 60% standing, 25% walking, and 15% sitting. The ability to lift up to forty pounds may be required. This job is performed in a generally clean and healthy indoor environment. Job duties may be assigned in an outdoor environment for activities with students and supervision of students.

Policy Revised: 02/03/92

Policy Revised: 05/01/95

Policy Revised: 02/08/05

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA