

**Board of Education Regular Meeting  
Monday, May 9, 2022 7:00 PM**

**Bayard High School Library  
726 4th Avenue  
Bayard, NE 69334**

Notice is hereby given that a Board of Education Regular Meeting of the School District of Bayard in the Counties of Morrill, Scotts Bluff, Box Butte, and Banner in the State of Nebraska will be held on Monday, May 9, 2022 at 7:00 PM in the Bayard High School Library located at 726 4<sup>th</sup> Avenue, Bayard, NE 69334, which meeting shall be open to the public. An agenda for such meeting, kept continuously current is available for public inspection during normal business hours at the office of the Superintendent, located at 726 4<sup>th</sup> Avenue, Bayard, NE 69334.

### **AGENDA**

- I. Opening the Meeting
  - I.A. Call to Order
  - I.B. Open Meetings Act
  - I.C. Notice of Meeting
  - I.D. Roll Call
  - I.E. Status of Absent Board Members
- II. Approval of Agenda
- III. Introduction of Guests
- IV. Public Comments
- V. Recognition of Student Achievements
- VI. Invited Presentations and Discussions with Presenters
  - VI.A. Strategic Plan Progress Presentation and Discussion
  - VI.B. Presentation Regarding the Pathfinders Program
- VII. Board Committee Reports and Recommendations
- VIII. Action Items
  - VIII.A. Consent Agenda
    - VIII.A.1. Minutes of Previous Meeting
    - VIII.A.2. Bills
    - VIII.A.3. Board Member Reports
    - VIII.A.4. Reports and Correspondence Requiring No Action
      - VIII.A.4.a. General Reports and Financial Reports
      - VIII.A.4.b. Reports for Information Only
    - VIII.A.5. Approval of Contracts within Policy Guidelines
  - VIII.B. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Resignations
  - VIII.C. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook
- IX. Discussion Items
  - IX.A. Review and Discussion of Policies 5082 through 5093 in the 5000 series.
- X. Reports
  - X.A. Principals and District Administrators
  - X.B. Superintendent
- XI. Set Next Meeting Date
- XII. Adjournment

**The Bayard Public Schools Board of Education reserves the right to convene a Closed Session for purposes in accordance with 84-1410(1). The Board of Education also reserves the right to change the order of agenda items at the discretion of the Presiding Officer of the Board of Education.**

## **Board of Education Regular Meeting**

Monday, April 18, 2022 7:00 PM

Bayard High School Library  
726 4th Avenue  
Bayard, NE 69334

### **I. Opening the Meeting**

#### **I.A. Call to Order**

The regular meeting of Bayard Public Schools Board of Education was called to order by President Kildow at 07:00p.m. President Kildow noted a copy of the Board Member Code of Ethics and the Annual Calendar of the Board of Education were included with the meeting materials for board members' reference.

#### **I.B. Open Meetings Act**

The Board President informed the audience that the Open Meetings Act was posted and informed the audience of the Board's policy and procedures regarding public comment.

#### **I.C. Notice of Meeting**

The public notice of the regular meeting of the Bayard Board of Education, Morrill County School District No. 21 was published in the Bayard Transcript in accordance with Board Policy No. 9238. The agenda remained on file at the office of the superintendent and was open for public inspection.

#### **I.D. Roll Call**

The following members were present: Carolyn Applegate, Kim Burry, Becky Henkel, Kim Kildow, Joe Applegate, Donna Stuart, and Student Board Representative Candace Wolfe, Administrators present: Superintendent Miller, Principal Rice, and Directors Tonniges and McKibbin.

#### **I.E. Status of Absent Board Members**

### **II. Approval of Agenda**

**Motion Passed:** Motion to approve the agenda passed with a motion by Donna Stuart and a second by Becky Henkel.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

### **III. Introduction of Guests**

The guests introduced themselves.

### **IV. Public Comments**

Stan Tavenner addressed the board.

### **V. Recognition of Student Achievements**

The following students were recognized:

Western Nebraska Arts Council: Teresa Schiavone-Audrey Towater Award for Outstanding Artwork, Invisible Decomposition; Erika Flores- Outstanding Artwork Award, Stuck; Dalaney Eagle Elk- Audrey Towater Award- Chip; .National History Day State Qualifiers: Arissa Staman, Nichelle Patty, Erica Flores

Destination Imagination Global Finals Qualifiers: Jacob Carrizales, Jaycek Belknap, Connor Posey, Zachary Ziemer, and Candace Wolfe

Nebraska Junior Duck Stamp Contest:

Bailey Sinks and Henry McLaughlin

State Quiz Bowl: Hunter Miller, Kierra Miller, Theron Miller, Laura Albro, Tayley Streeks, Cambree Schmaltz, Scarlett Norman, Matthew Applegate

## **VI. Student Board Representative Report**

Student Board Representative Candace Wolfe presented her report to the board. Student Activities: The elementary hosted a community bingo night. Select students attended WTC honor band. There was an ACT workshop. There was a choir workshop. There was a track meet at Chadron. Students attended MAC and WTC quiz bowl, Bayard won both meets. The choir went on their trip to Washington D.C. JH quiz bowl attended a meet. There was a track meet at Morrill, Mitchell, and two at Bayard. Band and choir students attended MAC music. Boys' golf had a dual with Alliance and a tournament at Bridgeport, I. Destination Imagination teams attended the state contest; all high school teams qualified for the global finals. Students took the ACT. Students attended State FFA; the Ag Communications team placed 5th and 5 students were recognized for State Degrees. Students attended National History Day. Juniors went on a field trip to Legacy of the Plains Museum. National Honor Society held its annual induction. Other pertinent Student Information/Feedback from Students: FFA students enjoyed their time at State and are looking forward to next year's competition season. DI has been looking for ways to fundraise for Globals and has already raised some money. Some students seem less motivated as the school year starts to end. Progress on Student Board Representative Initiative: I have finalized many details in preparation for the actual seminar and will continue throughout the week to communicate with those involved to ensure clear understanding.

## **VII. Invited Presentations and Discussions with Presenters**

### **VII.A. Strategic Plan Progress Presentation and Discussion**

## **VIII. Board Committee Reports and Recommendations**

### **IX. Action Items**

#### **IX.A. Consent Agenda**

**Motion Passed:** Motion to approve the Consent Agenda passed with a motion by Kim Burry and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

#### **IX.A.1. Minutes of Previous Meeting**

#### **IX.A.2. Bills**

#### **IX.A.3. Board Member Reports**

#### **IX.A.4. Reports and Correspondence Requiring No Action**

##### **IX.A.4.a. General Reports and Financial Reports**

##### **IX.A.4.b. Reports for Information Only**

#### **IX.A.5. Approval of Contracts within Policy Guidelines**

##### **IX.A.5.a. ESU#13 Services Agreement**

#### **IX.B. Discuss, Consider, and Take All Necessary Action in Regard to A Request by Destination Imagination Team Members for Approval to Travel to Compete in Global Finals in Kansas City, Missouri.**

**Motion Passed:** Motion to approve the High School Destination Imagination Team members to travel to compete in Global Finals in Kansas City Missouri passed with a motion by Donna Stuart and a second by Kim Burry.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

#### **IX.C. Discuss, Consider, and Take All Necessary Action in Regard to a Request for Amendment of Contract with Mrs. Micki McKibbin to Return to Classroom Teaching Full-Time**

**Motion Passed:** Motion to approve the request from Mrs. McKibbin to return to a standard teacher's contract and to release her from duties as special education director at the completion of her 2021-2022 contract passed with a motion by Kim Burry and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

#### **IX.D. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Resignations**

**Motion Passed:** Motion to approve the resignation of Mrs. Linda Pilkington and Mr. Matt McLaughlin and thank them for their years of service to the school district passed with a motion by Carolyn Applegate and a second by Becky Henkel.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

#### **IX.E. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Employment of Mrs. Candace Ehler as Elementary Principal for the 2022-2023 School Year**

**Motion Passed:** Motion to approve the employment of Mrs. Candace Ehler as Elementary Principal for the 2022-2023 school term passed with a motion by Kim Burry and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

#### **IX.F. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Employment of a Superintendent of Schools**

**Motion Passed:** Motion to approve the Employment of Rodney Olson Jr. as Superintendent of Schools passed with a motion by Kim Burry and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

### **X. Discussion Items**

#### **X.A. Review and Discussion of Policies 5062 through 5081 in the 5000 series.**

Dr. Miller discussed the following policies with the board: Policies 5062 through 5081 in the 5000 series.

## **XI. Reports**

### **XI.A. Principals and District Administrators**

Mr. McLaughlin provided his report to the board. Academics: Staff are locked in on the ELA adoption, we have spent a lot of time working on the process and developing a system so we can have a series selected in early May. Title I team met multiple times and submitted our plan to the state. We are testing NSCAS, NWEA and DIBELS this month, results that are in so far appear to be much improved over the last spring NSCAS. The teaching staff is working on some plans to address interventions for next year, we have had a lot of great success with Tiger Time this year, and that block of time will only get better as our staff continues the PLC process and aligns all of their practices. The student showcase is coming up on May 3. Summer School will continue working with Migrant out of ESU and we are planning on doing some great things with Pathfinders again this summer. Leadership: Leader in Me continues to be going well, with Mrs. Ferrero in charge of our Lighthouse and the great teams we have within the building next year we are planning on being the first Lighthouse School in Nebraska, this is a great honor and a lot of people have worked very hard to make this transition happen, we are thankful for the School Board's support of this program and to Dr. Miller and Mrs. Tillman for getting into Bayard. Dr. Rice is also to be thanked for her work early on in the process while she was still with the extension office. I don't want to put the cart in front of the horse but I'm thinking we have a great shot. Mrs. McKibbin helped our staff through the TIP reporting this last month and was able to utilize a lot of our MTSS plan to make that happen. Engagement: Mrs. Cochran and Mrs. Ehler developed a book study for the staff at the Elementary entitled "Chop Wood Carry Water". They have been meeting with the staff and holding sessions that are designed to impact our engagement with the three major stakeholder groups staff, families, and students. We are trying to define what it means to Chop wood and carry water for each of those stakeholder groups. Feel free to contact one of them for more information, or if you want to get involved with this great group going through the book. We are hearing some great news about the NWEA incentives that are going on throughout the district. We hope the incentives across the district will be just the ticket to keep our students focused and motivated to do their best. Mrs. Linde Rafferty indicated that some of her Jr. High students had made massive moves because they tried a lot harder this go around. C4K grant team is working behind the scenes to develop a study for our Board that will hopefully help the decision-making process of a childcare facility at Bayard Public Schools. The survey we will be sending out shortly should help us determine actual needs, and I hope that we can develop a study that leads the board in the right direction with this important decision. Community: Kindergarten round-up had 7 forms returned but we hope for double that amount as is what generally happens. I would not predict more than 20 students at this time. Preschool Sign up is scheduled for Apr 12, 2022. 172 enrolled at Bayard Elementary School as compared to 179 last year at this time

Dr. Rice provided her report to the board. Academics: NWEA testing has begun and so far, we are seeing good results. Students have selected bowling and a movie as a reward for achieving their academic growth goals on the NWEA tests. Scheduling for next year is almost completed. Mrs. Rafferty will be finalizing the master schedule over the next few weeks. Mrs. Rafferty is working on notification letters for students not on track to graduate. Students who will need to attend summer school to finish their learning will be notified prior to May 1 so that students have the opportunity to finish their work in advance. The administration and staff are working to

strengthen our grading policy. We will meet with the Curriculum Committee in the next few weeks to vet our changes and will have a presentation at the May meeting. The Juniors took the ACT on April 5th. Results are expected by the 3rd week of May. 85% of the secondary students have made the 3rd Quarter Honor Roll. 70 students were on the Principal's Honor Roll (95%-100%), 52 were on the High Honor Roll (90%-94.9%), and 19 were on Honor Roll (85%-89.5%) I was notified that our 7th, 8th, Algebra I, Geometry, and Algebra II curriculum would be retired at the end of the year. The math department has met with Kristin Kasten and Craig Hicks from ESU to discuss options. Leadership: We are beginning to work with the city to organize our community clean-up on May 13th. Engagement: The Student Showcase will be held in conjunction with the JH/HS music concerts on May 3rd. All classes will have items on display to demonstrate our student learning. Community: Career day will be held on Friday, April 29th. In addition to career exploration, we have set aside an hour in the afternoon for potential employers to come and speak with students who are interested in summer employment. Mrs. Rafferty is to be commended for her work getting this setup. Current in-house enrollment is 165 students at the secondary level.

Ms. Tonniges provided her report to the board. Academics: Each week started checking the eligibility list, and so far, every student has been working hard to maintain their grades so they can participate. So far, all students have been trying to excel to the best of their abilities by working with teachers during intervention time. Leadership: FFA: State FFA April 5 - 9 in Lincoln. NHD: National History Day is on April 9 when we took students down to Lincoln. Girls and Boys Track: Off to a good start, April 2 Track Meet at Bayard went very well. The JH Track Meet on April 11, 2022 went very well, and received a compliment from Ogallala AD saying it was done very well and looking forward to next year. April 9, 2022 Track Meet at Mitchell, WTC Track for JH and HS April 19 at Morrill 9 am, April 22, at Scottsbluff, April 26 The best of the West April 30 MAC for JH and HS. Boy's Golf: Had a dual between Bridgeport on March 29, 2022 at Chimney Rock as a practice. May 9 is golf at Mitchell, April 22 Boys Golf at Bridgeport, April 19 at Morrill, April 21, 2022 at Alliance, April 25 at Scottsbluff, April 26 MAC at Garden County 9 am possibly have another Golf meet on April 28 at Leyton. April 30 Golf at Gordon Rushville, May 3 at Chappell, May 5 at Kimball, Bayard Golf Meet May 10 starting at 9 am. District golf May 16 at Valentine, NE. MAC Music on March 29 at Leyton: Bayard Choir got 2nd place along with Candace Wolfe got first place in vocal along with Jordan Neiger placing 2nd. WTC Quiz Bowl was on March 31 and Bayard got 1st place in Quiz Bowl. Our H.S. Quiz Bowl team got selected to go to the state Quiz Bowl which is on April 27. DI went to state on April 2 and placed first and second place one team would like to go to nationals. District Music will be April 20 in Alliance. National Honor Society April 13, 2022. Engagement: As of right now trying to find a high school boys basketball coach and assistant coaches. Working on trying to find two assistant softball coaches. Looking for an Esports coach. Community: Youth Volleyball practice just started up Tuesday and Thursdays using our gym along with Elite Volleyball Club still using our gym on Sundays. Also, we have Minatare High School using our Track on Tuesdays and Thursdays after High Schoolers are done using the track starting at 5:30 to 6:30 pm. Sports Physicals with Doug Hadden May 3, 2022. BCD Track Meet May 6, 2022. JH/HS Spring Concert May 3, 2022, 7 pm instead of April 19 due to a rescheduled track meet. Elementary Spring Concert now is on May 12, 2022. One Acts will be having their fundraiser for Alice & Wonderland Musical on April 28-29, 2022 at 7 pm.

Mrs. McKibbin provided her report to the board. Academics: Students are working toward their goals and completing NWEA and NSCAS testing. Leadership: I attended the Spring NASES

conference in Omaha at the end of March. It was nice to connect with other Special Education Directors and the speakers were very good. Ms. Unzicker attended the Autism Conference in Kearney this past week. Engagement: Our staff and paras are working hard to make sure kids are getting caught up on their work and will finish the school year in good standing. Community: We are continuing to wrap up evaluating students and reaching out to families in preparation for summer and next school year.

#### **XI.B. Superintendent**

Dr. Miller provided his report to the board. We were notified this afternoon that the school will have the opportunity to participate in an ESSER III Expanded Learning Collaborative, designed to launch new and support existing high-quality summer and after school programs. Our school district will be able to access up to \$155,000 in funding. The official GAN and GMS access will be available in May. In the meantime, our team will start doing some thinking about how these funds might help our students. The auditorium HVAC rooftop unit has been installed and initial startup has been completed. We will be submitting a request for reimbursement. Hopefully the turnaround on the reimbursement will be fairly quick. We were unsuccessful in the first round of application/lottery sponsoring a visa to see if we can bring Mr. Salazar back to our school community as a Spanish teacher. The past couple of years there have been 2nd and 3rd rounds of the lottery process, so we still have some, albeit much less chance of success. It appears that the school nutrition program will go back to pre-pandemic operation prior to the start of next school year, with families needing to pre-pay for meals next year. If nothing changes at the Federal level, then the board will need to be prepared to set meal prices again this coming July. I will be reaching out to Mr. Olson to invite him to take a leadership role in interviewing and filling any remaining positions for the coming school year. We need to schedule a Committee on American Civics meeting for a date in the near future. Teachers will have some curricular recommendations for the board to consider. I would like to have those shared first with the Curriculum Committee in the near future. I would like to congratulate the City of Bayard for receiving a community center planning grant. We are looking forward to hosting Career Day along with a career fair opportunity for students at the end of the month. If you know someone who would be interested in sharing a career, please get that person connected with Mrs. Linde Rafferty. I would like to commend Mr. Justin Rafferty on being honored as the FFA Advisor of the Year for the State of Nebraska. His commitments to excellence for his students are deeply appreciated.

#### **XII. Set Next Meeting Date**

Next meeting set for May 9, 2022 at 7:00p.m.

#### **XIII. Adjournment**

**Motion Passed:** Motion for adjournment at 7:45p.m. passed with a motion by Donna Stuart and second by Kim Burry.

Votes: : Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

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Secretary

**Bayard Public Schools**

**05/09/2022**

**GENERAL FUND**

<b>Vendor Name</b>	<b>GL Acct #</b>	<b>Description</b>	<b>Amount</b>
ALARM SECURITY TECHNICIANS	01 2620 352 002 002 2	ast monitoring	28.95
	01 2620 352 001 001 1	ast monitoring	<u>28.95</u>
	<b>Total</b>		<b>57.90</b>
ARAUJO, JOHN	01 2620 352 001 001 1	wire in heater locker room	<u>75.00</u>
	<b>Total</b>		<b>75.00</b>
BAYARD AUTOMOTIVE	01 2710 610 000 000 0	Tires	1,467.92
	01 2710 610 000 000 0	Labor	126.00
	01 2610 610 001 001 1	sprinkler parts	164.48
	01 1100 610 001 001 1	drill bits/cleaning solvent	20.62
	01 2620 610 001 001 1	straps for scoreboard	72.20
	01 2710 610 000 000 0	auto parts	225.53
	01 2610 610 001 001 1	Caulk	<u>41.44</u>
	<b>Total</b>		<b>2,118.19</b>
BAYARD PUBLIC SCHOOLS - LUNCH	01 1160 610 000 000	apr 22 adult meals	<u>954.00</u>
	<b>Total</b>		<b>954.00</b>
BLACK HILLS ENERGY	01 2610 621 000 000 0	#267959 heating fuels	189.34
	01 2610 621 001 001 1	#242155 heating fuels	3,522.37
	01 2610 621 002 002 2	#462419 heating fuels	<u>1,319.75</u>
	<b>Total</b>		<b>5,031.46</b>
Capital One	01 6968 610 002 002 2	cooking club	92.66
	01 2620 610 000 000 0	Clear Spray Paint	38.70
	01 2310 610 000 000 0	interview dinner supplies	34.78
	01 1100 610 002 002 2	stem challenges	<u>69.76</u>
	<b>Total</b>		<b>235.90</b>
CARDMEMBER SERVICE	01 3540 610 002 002 2	https://1000booksbeforekinderqarten.org/	105.00
	01 2610 610 001 001 1	Creamer	3.55
	01 2610 610 001 001 1	Sugar	2.15
	01 1100 610 001 001 1	Technology Medallion	213.68
	01 2510 382 001 001 1	1 mo cell phone	36.33
	01 1160 330 000 000 0	Nebraska School RN Conference Registr.	195.00
	01 2410 610 001 001 1	The It Factor	87.55
	01 2320 810 000 000 0	journal star	19.99
	01 2510 810 000 000 0	mail chimp	11.00
	01 2510 531 000 000 0	postage	36.34
	01 2710 610 000 000 0	power steering fluid blown air line repa	195.50
	01 2410 610 001 001 1	hospitality	146.09
	01 1100 580 001 001 1	keszler conf travel	1,058.13
	01 1200 580 003 000 0	mckibbin nases travel	345.37
	01 2510 580 000 000 0	naep travel-stuart	16.66
	01 2510 810 000 000 0	fees	<u>206.45</u>
	<b>Total</b>		<b>2,678.79</b>
CENTURY LINK	01 2510 382 000 000 0	#1785 telephone	551.02
	01 2510 382 000 000 0	#7931 telephone	203.29
	01 2510 382 000 000 0	#1510 telephone	147.25
	01 2510 382 000 000 0	#0450 telephone	<u>171.37</u>
	<b>Total</b>		<b>1,072.93</b>
CITY OF BAYARD	01 2610 621 000 000 0	#31200 electric	37.00
	01 2610 621 001 001 1	#75400 electric	4,689.81
	01 2610 410 001 001 1	#75400 utilities	999.50
	01 2610 621 002 002 2	#75600 electric	2,567.54
	01 2610 410 002 002 2	#75600 utilities	<u>1,090.25</u>
	<b>Total</b>		<b>9,384.10</b>
COMPUTER INFORMATION CONCEPTS	01 1100 810 001 001 1	infinite campus 22-23	3,850.00
	01 1100 810 002 002 2	infinite campus 22-23	<u>3,850.00</u>
	<b>Total</b>		<b>7,700.00</b>
CONNECTING POINT	01 1100 610 001 001 1	service copier contract	549.77
	01 1100 610 002 002 2	service copier contrac	<u>549.76</u>
	<b>Total</b>		<b>1,099.53</b>
CULLIGAN WATER CONDITION	01 2610 610 001 001 1	apr22 r/o	25.50
	01 2610 610 002 002 2	apr22 r/o	<u>105.90</u>
	<b>Total</b>		<b>131.40</b>
DAS STATE ACCOUNTING - CENTRAL	01 1100 382 001 001 1	mar 22 network	<u>259.49</u>
	<b>Total</b>		<b>259.49</b>
DUEKER, NEAL	01 2710 332 000 000 0	apr 22 mileage reimb	<u>172.52</u>
	<b>Total</b>		<b>172.52</b>
EDUCATIONAL SERVICE UNIT #13	01 2190 591 000 000 0	therapeutic behavior/mental health	300.00
	01 2140 591 001 001 1	counseling non sped hs	2,491.96
	01 2140 591 002 002 2	counseling non sped elem	124.60

	01 1200 591 003 001 1	panhandle beginnings	965.70
	01 1100 382 001 001 1	dl	757.00
	01 1100 382 001 001 1	erate	350.00
	01 1160 591 000 000 0	neva	708.33
	01 1200 330 003 000 0	sped inservice	73.50
	01 1200 591 003 000	sup of sa esu programs	364.71
	01 6408 591 004 000 0	meridian a	2,022.41
	01 6408 591 004 000 0	meridian b	2,072.58
	01 1200 591 003 002 2	elem ot sup	99.58
	01 1200 591 003 001 1	hs meridian speech sup	10.22
	01 1200 591 003 002 2	elem pt sup	4.18
	01 1200 591 003 001 1	hs pt sup	11.38
	01 1200 591 003 002 2	elem low vision sup	6.48
	01 1292 591 003 000 0	0-2 sup of esu programs	36.41
	01 1292 591 003 000 0	0-2 ot sup	0.58
	01 6422 591 003 000 0	sup esu prqorams 3-5	99.18
	01 1291 591 003 000 0	sup esu prqorams 3-5	42.26
	01 1292 591 003 000 0	sup esu prqorams 0-2	42.62
	01 2141 591 003 001 1	psych counseling hs	1,474.41
	01 2141 591 003 002 2	psych counseling elem	41.53
	01 2161 591 003 002 2	elem ot	1,244.70
	01 6422 591 003 000 0	3-5 ot	532.80
	01 2163 591 003 000 0	0-2 ot	7.20
	01 2171 591 003 002 2	elem pt	52.20
	01 2171 591 003 001 1	hs pt	142.20
	01 2181 591 003 002 2	elem low vision	81.00
	01 2153 591 003 000 0	0-2 speech	455.04
	01 6406 580 004 000 0	3-5 speech	1,126.00
	01 6422 591 003 000 0	3-5 speech	642.02
	01 6408 591 004 000 0	s/a speech	2,969.39
	01 2151 591 003 001 1	meridian a speech	127.75
	<b>Total</b>		<b>19,479.92</b>
FAIRFIELD INN & SUITES BY MARRIOTT	01 1200 580 003 000 0	unzicker lodqing autism conf	239.90
	<b>Total</b>		<b>239.90</b>
GROSS, ALLEN	01 2660 352 000 000 0	21-22 annual safety review	300.00
	<b>Total</b>		<b>300.00</b>
IDEAL LINEN SUPPLY	01 2610 610 002 002 2	freight	3.00
	01 2610 610 001 001 1	mops raqs mats	417.40
	01 2610 610 002 002 2	mops raqs mats	388.40
	<b>Total</b>		<b>808.80</b>
IDEAL/BLUFFS FACILITY SOLUTIONS	01 2610 610 002 002 2	paper towels	1,199.90
	01 2610 610 002 002 2	toilet paper	429.50
	01 2610 610 001 001 1	toilet tissue	214.75
	01 2610 610 001 001 1	credit	(296.49)
	<b>Total</b>		<b>1,547.66</b>
INDEPENDENT PLUMBING & HEATING	01 2620 610 001 001 1	backflow parts	112.70
	<b>Total</b>		<b>112.70</b>
INLAND TRUCK PARTS COMPANY	01 2710 610 000 000 0	Flex Tubing	26.62
	01 2710 610 000 000 0	Labjoints	39.52
	<b>Total</b>		<b>66.14</b>
IXL LEARNING	01 1100 610 002 002 2	ixl subscription	3,500.00
	<b>Total</b>		<b>3,500.00</b>
JONES SCHOOL SUPPLY CO. INC.	01 1100 610 010 001 1	Citizenship metals	69.50
	01 1100 610 010 001 1	shipping	7.00
	01 2410 610 001 001 1	Principals Honor Roll Certificates	87.00
	01 1100 610 002 002 2	1st place field day ribbons	80.00
	01 1100 610 002 002 2	2nd place field day ribbons	80.00
	01 1100 610 002 002 2	3rd place field day ribbons	60.00
	01 1100 610 002 002 2	4th place field day ribbons	40.00
	01 1100 610 002 002 2	5th place field day ribbons	20.00
	01 1100 610 002 002 2	6th place field day ribbons	20.00
	01 1100 610 002 002 2	shipping	15.00
	<b>Total</b>		<b>478.50</b>
Kajeet Inc	01 6990 610 004 000 0	5 hotspots	1,043.05
	<b>Total</b>		<b>1,043.05</b>
KOLEY JESSEN ATTORNEYS	01 2330 317 000 000 0	H1B Lottery	1,010.00
	01 2330 317 000 000 0	J1 Waiver	1,620.00
	<b>Total</b>		<b>2,630.00</b>
KUSKIE OIL CO.	01 2710 626 000 000	apr 22 fuel	5,234.77
	<b>Total</b>		<b>5,234.77</b>
LINGO COMMUNICATIONS	01 2510 382 000 000 0	apr 22 telephone	163.87
	<b>Total</b>		<b>163.87</b>
MATHESON TRI-GAS INC.	01 1100 610 001 001 1	o/p	(86.14)
	01 1100 352 001 001 1	Welder repair	396.57

	<b>Total</b>		<b>310.43</b>
MCI COMM SERVICE	01 2510 382 000 000 0	telephone	<u>33.98</u>
	<b>Total</b>		<b>33.98</b>
MENARDS	01 2610 610 001 001 1	sprinkler	232.16
	01 1100 610 001 001 1	Lumber and brushes for 8th grade stools	390.42
	01 1100 610 001 001 1	Supplies for Woods Class	<u>173.10</u>
	<b>Total</b>		<b>795.68</b>
MUSICIAN'S CHOICE, LLC, THE	01 1100 610 001 001 1	all state music	<u>107.83</u>
	<b>Total</b>		<b>107.83</b>
NE COLORADO CELLULAR, INC	01 1100 382 001 001 1	hudl striv	570.51
	01 1100 382 001 001 1	hudl striv	<u>285.21</u>
	<b>Total</b>		<b>855.72</b>
NE RURAL COMMUNITY SCHOOLS AS	01 2310 352 001 001 1	sup search	<u>7,160.36</u>
	<b>Total</b>		<b>7,160.36</b>
NEBRASKA ASSOCIATION OF SCHOOL	01 2310 330 000 000 0	c applegee maknig your meeting matter	65.00
	01 2310 330 000 000 0	j applegee maknig your meeting matter	<u>65.00</u>
	<b>Total</b>		<b>130.00</b>
PRINT EXPRESS INC.	01 2510 610 000 000 0	envelopes	<u>276.00</u>
	<b>Total</b>		<b>276.00</b>
QUADIENT LEASING	01 2510 531 000 000 0	postage meter lease	<u>158.97</u>
	<b>Total</b>		<b>158.97</b>
SCHOOL SPECIALTY LLC	01 1100 610 002 002 2	pom pons stickers	<u>51.27</u>
	<b>Total</b>		<b>51.27</b>
SHEET MUSIC PLUS	01 1100 610 000 000 0	Music	<u>32.16</u>
	<b>Total</b>		<b>32.16</b>
SOLIANT HEALTH	01 1160 591 000 000 0	school psych	3,362.00
	01 1160 591 000 000 0	school psych	2,911.00
	01 1160 580 000 000	school psych	3,444.00
	01 1160 591 000 000 0	school psych	<u>3,362.00</u>
	<b>Total</b>		<b>13,079.00</b>
STAPLES ADVANTAGE	01 1100 610 000 000 0	laminator roll staples envelopes	365.87
	01 1100 955 000 000 0	hand sanitizer disinfectant wipes	181.76
	01 1100 610 000 000 0	usb 32 qb	<u>29.95</u>
	<b>Total</b>		<b>577.58</b>
STAR-HERALD	01 2220 640 001 001 1	22-23renewal	<u>353.60</u>
	<b>Total</b>		<b>353.60</b>
SYNCB/AMAZON	01 6968 610 002 002 2	Grow Lights: Grow Lights for Indoor Plan	29.98
	01 6968 610 002 002 2	Pull up Bar: YISSVIC Pull Up Bar for Doo	16.49
	01 3540 610 002 002 2	<a href="https://www.amazon.com/DELSIT-Toddler-">https://www.amazon.com/DELSIT-Toddler-</a>	85.95
	01 1100 610 001 001 1	Lord of the Flies paperback	125.79
	01 1160 610 000 000	Batteries-CR 2032 3V	7.94
	01 2320 330 000 000 0	nexGen academy course books-sync	39.95
	01 3540 610 002 002 2	<a href="https://www.amazon.com/Audible-12-inch-">https://www.amazon.com/Audible-12-inch-</a>	41.34
	01 2410 610 002 002 2	HATHASPACE Certified Replacement	77.98
	01 1100 610 002 002 2	White 14"x22" poster board for elementar	36.47
	01 3540 610 002 002 2	<a href="https://www.amazon.com/Storex-Pencil-">https://www.amazon.com/Storex-Pencil-</a>	83.52
	01 2610 610 001 001 1	dewalt nut driver set 71 pc	26.02
	01 2610 610 001 001 1	hose repair	12.49
	01 2610 610 001 001 1	hose repair	16.89
	01 2610 610 001 001 1	putty knives	15.36
	01 2610 610 001 001 1	urinal strainer	25.60
	01 3540 610 002 002 2	<a href="https://www.amazon.com/KUUQA-">https://www.amazon.com/KUUQA-</a>	37.96
	01 3540 610 002 002 2	<a href="https://www.amazon.com/Greetings-">https://www.amazon.com/Greetings-</a>	10.99
	01 3540 610 002 002 2	<a href="https://www.amazon.com/PPXMEEUDC-">https://www.amazon.com/PPXMEEUDC-</a>	15.99
	01 2620 610 001 001 1	hooks for pressbox	13.99
	01 1100 610 001 001 1	credit	<u>(59.99)</u>
	<b>Total</b>		<b>660.71</b>
Thompson, Gerald	01 2620 352 002 002 2	window repair	<u>562.11</u>
	<b>Total</b>		<b>562.11</b>
TIME MANAGEMENT SYSTEMS	01 2510 610 000 000 0	timeclock	162.50
	01 2510 610 000 000 0	timeclock	<u>175.50</u>
	<b>Total</b>		<b>338.00</b>
TITAN MACHINERY	01 2620 733 001 001 1	mower	<u>4,500.00</u>
	<b>Total</b>		<b>4,500.00</b>
INDEPENDENT PLUMBING & HEATING	03 4700 720 000 000	repair heater boys rr fix water main	<u>3,718.00</u>
	<b>Total</b>		<b>3,718.00</b>
JOHNSON CONTROLS	03 6997 720 001 001 1	auditorium RTU remainder	<u>27,233.13</u>
	<b>Total</b>		<b>27,233.13</b>
		General Fund Total	<b>\$96,559.92</b>
		Building Fund	<b>\$30,951.13</b>
		Payroll	<b>\$437,471.04</b>





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96,559.92

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30,951.13

## Early Childhood Center Report

Rachel Sissel with C4K and I had our first Zoom meeting on March 16<sup>th</sup>. Since then, we have had weekly Zoom meetings, except for missing one week. Some of the items we have discussed include timelines, the survey, budgeting and additional resources for me to contact.

Between those meetings I have been in touch with Shickley's Early Childhood Center and Morrill's center. I spent close to two hours visiting Morrill's center and picking their director's brain. Both director's have been very supportive and have given me a wealth of information.

Amanda Mascher and I have also met. We discussed partnerships, potential hours of operation and some challenges she has faced.

I coordinated a visit from Kathy Hickox with HHS to visit our potential daycare rooms and playground to see if any renovations would be needed. To my knowledge, there are none. I couldn't be at the school during her visit, so Mrs. Ehler showed her the rooms.

I also have distributed postcards around the town with a QR code for community members to take the survey.

I had a Zoom call with Mr. John Levy to just tell him about our community and how things are going with planning for a daycare. John is the president of the Scott Foundation who is one of the funders for the C4K initiative.

Bobbie Stuart has started joining our Zoom calls as of last week since we are starting to get down to the nitty gritty with putting together a budget.

## **Building Committee Summer Improvements Update**

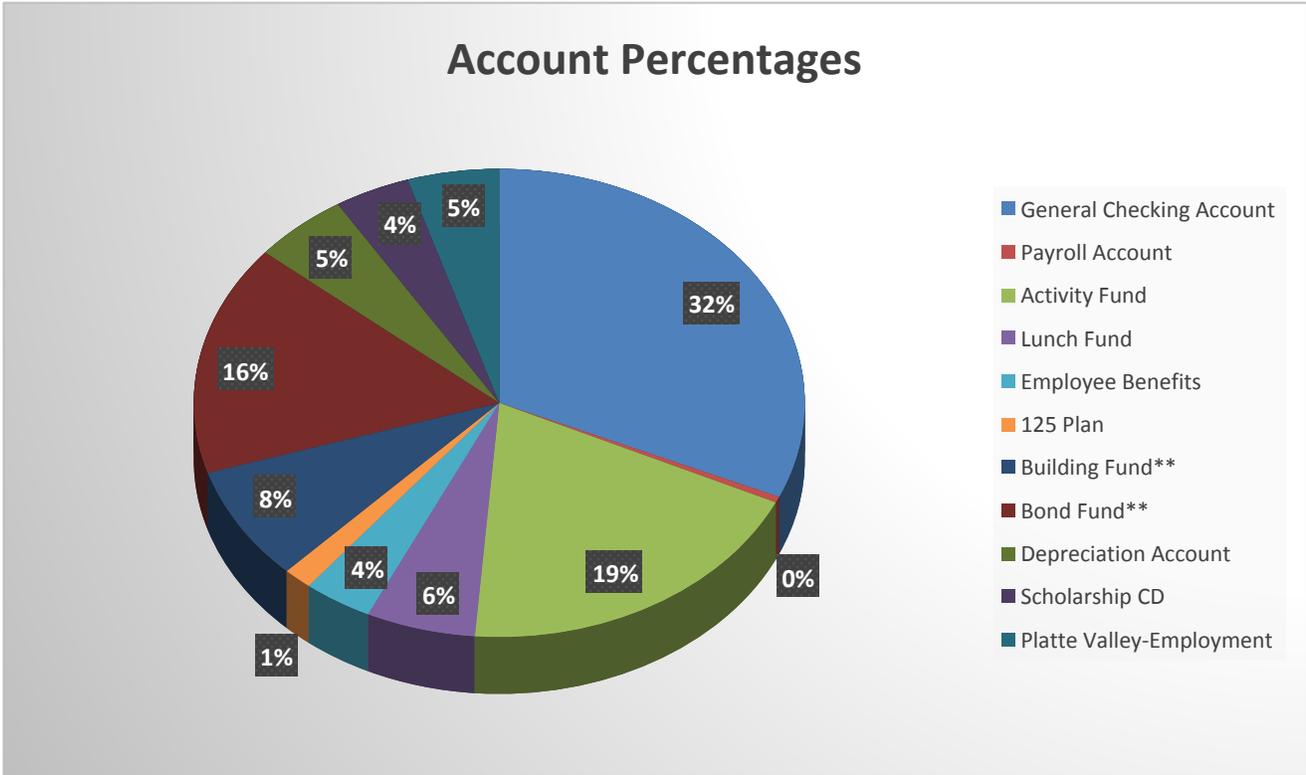
05-09-2022

The Building Committee met on 03-22-2022 and has recommended the following summer building improvements contingent upon cost, bids, and budget of \$32,000.

- Paint Auditorium – Dr. Miller is currently getting bids from painters.
- Get Bids for Lawnmower Replacement Program – Mr. Erdman purchased a lawnmower from Titan Equipment for \$4,500 to address current mowing needs.
- Elementary Bathroom – Mr. McLaughlin is getting updated bids.
- Get Bids for Permanent Closure/Garage Door for Storage Outside of Big Gym - Dr. Miller has talked to Mr. Erdman regarding this and will look into a 12 foot closure, as we do not want to close it all the way to the top, as the sprinklers need to sprinkle both sides.
- Replace Non-Working Lights in the Big Gym – An email has been sent to Sean Hinze with Kriz-Davis to see if there is anything new or different that we should be considering with the lighting, lead times, and provide us with quotes. Also, need to look into renting a lift to complete this project.
- Door Closing Issues – According to Mr. Erdman, there are a few doors in the secondary building that are not closing properly. He has been asked to contact the door closer company.
- Fix Wall in Small Office at Elementary – Dr. Miller is going to visit with Mr. McLaughlin about custodial staff fixing the wall.
- Additional Outlets for Mrs. Bobbie Stuart's Office – Dr. Miller will contact an electrician to complete this work.
- Drinking Fountains Outside of Small Gym – Dr. Miller has talked to Mr. Erdman, and he has plans to replace these with bottle filler stations.

BAYARD PUBLIC SCHOOL  
 TREASURER REPORT  
 BANK STATEMENT BALANCES as of April 2022

General Checking Account	\$	521,270.49	
Payroll Account	\$	6,791.72	
Activity Fund	\$	318,407.05	
Lunch Fund	\$	95,695.01	
Employee Benefits	\$	60,235.52	
125 Plan	\$	25,159.60	
Building Fund**	\$	130,873.26	
Bond Fund**	\$	263,155.14	
Depreciation Account	\$	83,010.89	
Scholarship CD	\$	66,139.83	
Platte Valley-Employment	\$	80,134.14	
	\$		1,650,872.65

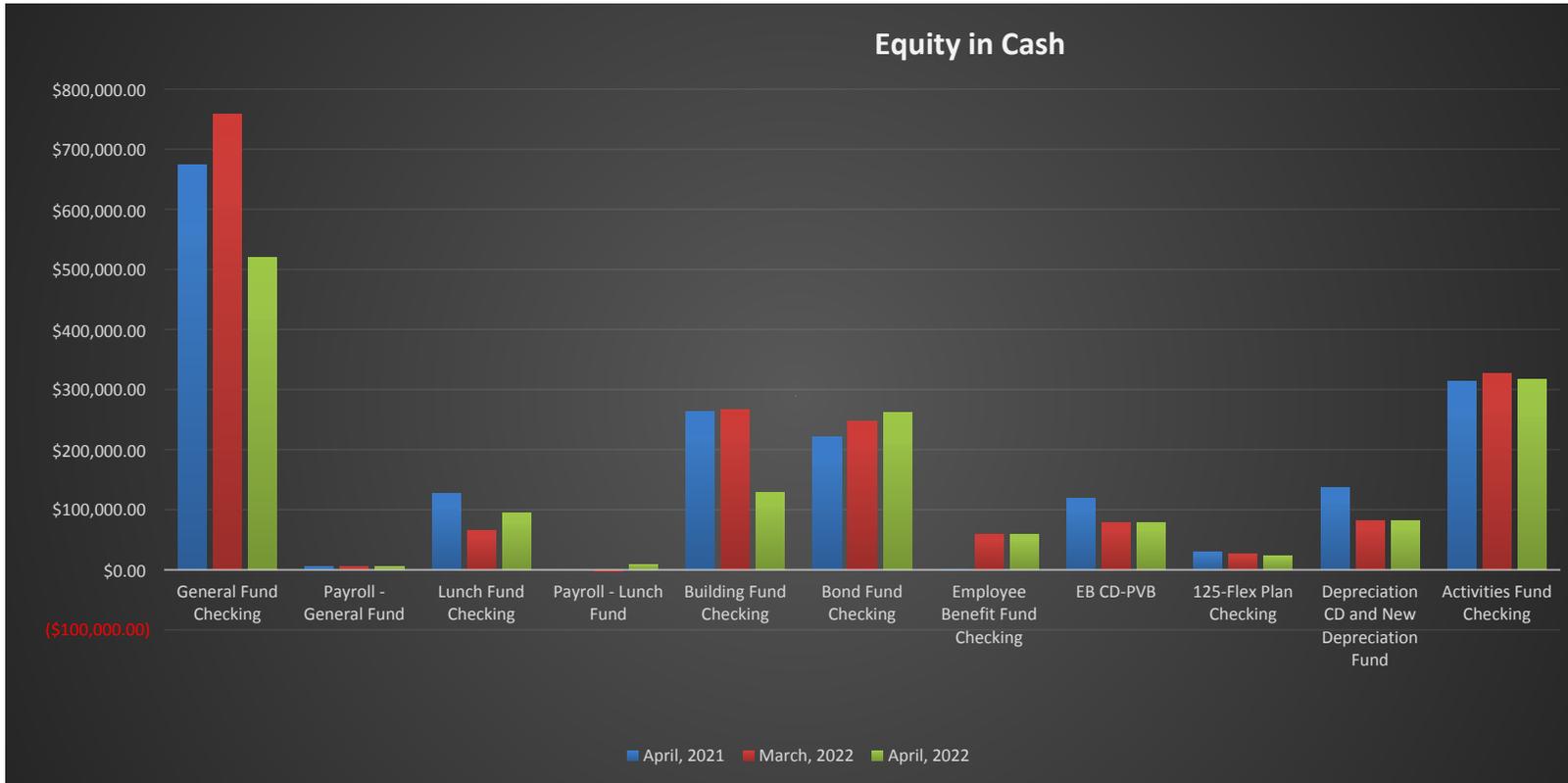


# Bayard Public Schools

## Equity in Cash

April 30, 2022

Fund	Fund #	April, 2021 PRIOR YEAR BALANCE	March, 2022 PRIOR MONTH BALANCE	April, 2022 REVENUES	April, 2022 EXPENSES	April, 2022 ENDING BALANCE
General Fund Checking	01-101	\$674,741.25	760,030.53	308,816.44	(547,576.48)	\$521,270.49
Payroll - General Fund	01-104	\$6,876.33	6,886.01	435,065.89	(435,160.18)	\$6,791.72
Lunch Fund Checking	02-101	\$127,933.32	66,415.28	73,091.05	(43,821.32)	\$95,685.01
Payroll - Lunch Fund	02-104	\$0.00	(0.57)	20,071.44	(10,035.72)	\$10,035.15
Building Fund Checking	03-101	\$264,068.11	267,768.67	5,036.48	(141,931.89)	\$130,873.26
Bond Fund Checking	04-101	\$222,086.70	248,277.54	14,877.60	0.00	\$263,155.14
Employee Benefit Fund Checking	05-101	\$721.74	60,202.02	1,865.08	(1,831.58)	\$60,235.52
EB CD-PVB	05-106-1000	\$119,830.21	80,134.14	0.00	0.00	\$80,134.14
125-Flex Plan Checking	05-107	\$31,505.49	27,663.10	4,493.32	(6,996.82)	\$25,159.60
Depreciation CD and New Depreciation Fund	06-101	\$138,547.35	82,895.63	115.26	0.00	\$83,010.89
Activities Fund Checking	07-101	\$315,398.28	327,467.01	24,984.34	(34,044.30)	\$318,407.05
Scholarship CD	07-114	\$72,920.73	66,139.83	0.00	0.00	\$66,139.83
<b>TOTAL</b>		<b>\$1,974,629.51</b>	<b>\$1,993,879.19</b>	<b>\$888,416.90</b>	<b>\$(1,221,398.29)</b>	<b>\$1,660,897.80</b>





# Account Review

## Bayard City Schools

<b>Account Statistics</b>	
Number of Estimated Employees	65
Number of Employees Participating	39
Participation Rate	60%
Total New Annual Premium	\$42,960.84
Pre-Tax Premiums	\$39,316.32
Post-Tax Premiums	\$3,644.52
Avg. Premium per Employee/yr	\$1,101.56
Tax Benefit to Employer/yr	\$3,007.70
Tax Benefit to Employees/yr	\$8,649.59

**Tax Benefit to Employer Per Year**

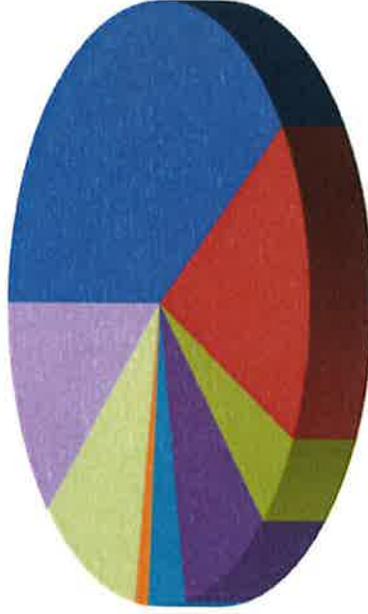
**\$3,007.70**

**Tax Benefit to Employees Per Year**

**\$8,649.59**

### Product Breakdown

- Accident
- Cancer
- Short Term Disability
- Hospital Protection
- Dental
- Critical Care Recovery
- Intensive Care
- Sickness Indemnity
- Life (Whole & Term)
- Vision



<b>Aflac Product Breakdown</b>	
Accident	30
Cancer	13
Short Term Disability	4
Hospital Protection	7
Dental	3
Critical Care Recovery	1
Intensive Care	0
Sickness Indemnity	0
Life (Whole & Term)	8
Vision	9

<b>TOTAL Policies</b>	<b>75</b>
<b>Avg. Policy per Employee</b>	<b>1.92</b>

ANNUAL REVIEW  
OF  
SAFETY PROCEDURES  
FOR  
BAYARD PUBLIC SCHOOLS  
BAYARD, NEBRASKA

April 26, 2022

## **OVERVIEW OF REVIEW PROCEDURE**

The annual review of the Safety Procedures for Bayard Public Schools was completed on April 26, 2022. Allen Gross conducted the review. This review is required by Rule 10, Section 011.01D of the Nebraska Department of Education.

The review consisted of an onsite visit on April 25, 2022. During the visit the current safety procedures were discussed. The review included a walk-through of educational facilities located in Bayard, Nebraska

Safety Committee Chairperson Bobbi Stuart, Elementary Principal Matthew McLaughlin, Secondary Principal Kelley Rice, and Special Education Director Micki McKibbin assisted during the visit.

## **SAFETY PROCEDURES PLAN**

Bayard Public Schools has a Safety Plan and Safety Procedure in place. The procedures address safety and security concerns for students, staff, and visitors. A revision of the procedures was completed during the current school term.

## **SAFETY AND SECURITY COMMITTEE**

The Bayard School District has a safety committee in place. The committee is comprised of parents, school personnel, law enforcement personnel, and community members. The Safety Committee continues to meet at least quarterly during the year. The committee considers changes or additions to the safety procedures on a regular basis.

## **POLICY REQUIREMENTS**

The Bayard School District has Board Policies in place to meet the requirements of Rule 10- Section 11 dealing with School Environment. These policies are reviewed annual

## **SUMMARY OF FINDINGS**

### **FACILITIES**

1. All entry doors are locked during the school day. Entry is controlled by authorized school personnel.
2. All video cameras were updated at the secondary facility. Cameras will be upgraded at the elementary during the upcoming summer.
3. AED devices are found in the buildings.
4. Safety buckets are in all classrooms.
5. The installation of protective padding on the wrestling room doors was completed.
6. Hand sanitizers are available in many areas of the buildings.
7. Vaping detectors are installed in rest rooms and locker rooms at the secondary building.
8. New HVAC unit was installed in the auditorium.
9. A freezer was upgraded at the elementary facility.
10. A new door was installed on the office of the secondary principal.
11. Motor joints on concrete block of the secondary building were repaired.
12. Areas of deteriorating concrete were replaced at the elementary school.
13. New windows are scheduled to be installed at the secondary building during the summer of 2022.

## TRAINING

The Bayard Public School District provides training in safety procedures for all staff.

Staff are trained in the following areas.

1. The procedures of the Standard Response Protocol.
2. The Asthma Protocol of the district.
3. Blood-borne Pathogens
4. The use of Epi-Pens.
5. Suicide Awareness
6. Dating Violence
7. Bullying
8. Selected staff are trained in the use of the AED machines in the facilities.
9. Coaches receive training in concussion management, heat illness, and sudden cardiac arrest.
10. Playground supervisors receive concussion management training.
11. Crisis Team and Safety Committee members have been trained in Threat Assessment.
12. Safety Committee members completed tabletop training exercises in conjunction with local fire department personnel and local law enforcement.
13. Staff received training in Crisis Prevention Intervention
14. A Safety Presentation for students is schedule for May of 2022. It will cover numerous topics.

## **PROCEDURE PRACTICE**

The school district continues to practice procedures outlined in the Standard Response Protocol. All students and staff take part in the practice of drills.

Drills practiced included:

1. Fire drills
2. Evacuation drills
3. Lockdown drills
4. Lockout drills
5. Tornado drills – practiced at least two times per
6. Bus evacuation drills

## **OTHER RELATED ITEMS**

1. The district is using the Navigate 360 Safety App. and the Safe 2 Help App. to notify others of a safety issue.
2. AED devices are checked on a regular basis by school personnel.
3. Common Sense Media curriculum to promote digital citizenship in classes.
4. The staff has access to blood pressure monitors in the buildings.
5. A mental health practitioner is available to students and staff of the district.
6. The district uses computer software to monitor student use of internet sites on school owned devices.
7. All busses have backup cameras.
8. First aid kits are on all buses.
9. Transportation fleet was upgrade with the purchase of two new Chevrolet Suburban vehicles

## **STRENGTHS OF THE PROCEDURES**

1. The facilities of the district are well maintained and exceptionally clean.
2. Faculty and staff are trained annually in the Standard Response Protocol.
3. Safety related drills are practiced with students and staff taking part.
4. Periodic inspection of facilities including playground equipment is standard practice.
5. The district has limited access points into the buildings which are controlled through the use of electronic locks.
6. The Safety Committee and the administration are very pro active in the promotion of safety for students and staff.
7. Communication within the district concerning safety issues appears to be excellent.
8. The Safety Committee continues to meet and discuss safety issues as they arise.
9. Keeping the transportation fleet up to date.
10. Chemicals and cleaning items are stored properly.
11. Use of the Digital Citizenship curriculum is excellent.
12. Designated EpiPen locations are an excellent idea.
13. Exits are clearly marked.
14. The availability of a mental health practitioner is a positive.
15. Availability of first aid kit on all busses.
16. Utilization of software to monitor student internet usage.
17. Emergency buckets in classrooms could be beneficial in times of crisis.
18. Use of videos provided by Alicap Safe Schools is a great way to provide training.
19. Training elementary recess personnel in concussion management is a good idea.
20. Availability of Life Safety Stations in building and on the activity bus.

21. Signs alerting students to not opening doors for anyone is good.
22. Availability of methods to advise others of safety issues.
23. Addition of vaping detectors is a good preventative measure.
24. Suggestions from past reviews have been addressed.

### **ITEMS FOR CONSIDERATION**

1. Consider repairing the tile in the south vestibule at the secondary building. While this is part of an ongoing larger building issue, it should be repaired to lessen the chance of a trip hazard.
2. The district has connected the fire alarm system to the county communication center. Consider connecting the video camera system to the communication center if they have the capability. This could provide valuable information in times of crisis.

### **SUMMARY**

The district continues to do an excellent job of providing a safe environment for students and staff. The school has a very comprehensive Emergency Operations Plan in place. Staff members receive safety training which allows them to act in times of crisis. Drills are practiced with students and staff taking part. Policies are reviewed and revised as necessary to keep up with the changing school climate. The Safety Committee does an excellent job of recognizing hazards and works to eliminate these hazards. A safe and positive learning environment exists through the work and cooperation of the Board of Education, administration, faculty and staff, and patrons of the district.

The Bayard School District has had their safety plan and program reviewed each year as required by the Nebraska Department of Education Rule 10.

Bayard Public Schools  
04/27/22

Please accept this letter of resignation from my position of 7-12 Social Studies teacher here at Bayard Public Schools. I have received an offer from a school back east that is located near my friends and family. I greatly appreciate the opportunity that I was provided by Bayard Public Schools to change the lives of so many students. My time here at Bayard will never be forgotten, and I will have lasting memories that I will replay in my mind forever. It has been a pleasure working with Bayard and the community to better the lives and education of all students in our community.

I want to say thank you to the administration for their efforts on making me feel comfortable and making sure I was welcomed into the community. I also want to thank the school board for giving me the opportunity to bring a fun, engaging, and hands on lessons to learning here at Bayard. Lastly, I would like to thank the community of Bayard for opening their arms wide open for a young teacher from over 360 miles away.

You have my full commitment that I will ensure our students the best ending to the school year as possible. I will continue to provide engaging and hands on lesson plans for the remainder of my time here at Bayard Public Schools. Once again, I very much appreciate all the opportunities awarded my way by both the administration and school board. I wish you all luck in your future endeavors and you will all be greatly missed.

Sincerely,

Mr. Tyson Horn

**Kristyn Rife**

413 G. St. Bridgeport, NE 69336 - 720-206-4248 - Kristync428@gmail.com

April 28, 2022

Dr. Travis Miller  
Superintendent  
Bayard Public Schools  
726 4th Ave  
Bayard, NE 69334

Dear Dr. Miller,

Please accept my resignation from my position as 4th-6th grade teacher at Bayard Elementary for the 2022-2023 school year.

I am very grateful for my experience here the past three years. My students have given me great joy and the staff has been very supportive in helping me grow as a new teacher.

I wish everyone the best and will miss my Bayard family dearly.

Sincerely,



Kristyn Rife

cc: Matt McLaghlin and Candace Ehler, Bayard Elementary current and future Principal

# CLASSIFIED STAFF HANDBOOK



## Bayard Public Schools 2022-2023

Every Person, Every Day. It's a FACT!

**Acknowledgement for Receipt of**  
**Bayard Public Schools**  
**“CLASSIFIED STAFF HANDBOOK”**

I, \_\_\_\_\_ (your name) acknowledge that I was issued a copy of the  
Classified Staff Handbook for Bayard Public Schools for the school year 2022-2023.

I was given an overview of the contents of the handbook by the Bayard Public  
Schools Administration. I am responsible for familiarizing myself with the contents of the  
Classified Staff Handbook. My signature on this form indicates that I have read and  
intend to comply with the contents of the Classified Staff Handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
your signature

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# ORGANIZATION

## STATEMENT OF EDUCATIONAL PHILOSOPHY BAYARD PUBLIC SCHOOLS

Education is the systematic guiding and directing of a child's experiences from the time he/she enters school until he/she completes his/her formal education. The teacher is the director and guide. Administrative and supervisory personnel exist to serve the teacher, who in turn, serves the children.

Although the primary function of school is to provide and stimulate mental growth and development, the nature of human growth and development is such that all phases of the child's nature must be taken into consideration. Thus, the school program needs to provide for primary emphasis on mental development with simultaneous attention in proper balance to physical, emotional, social, and spiritual needs.

Great differences in talent, intelligence, and ability exist among the children who enroll in a school. Equally great differences are found in economic, cultural, and racial backgrounds. The educational program should be planned and executed with sufficient flexibility so that it provides challenge for all from the most academically talented to the least talented or educationally handicapped youngster.

Much of the real value of the educative process comes from the person-to-person relationships between teacher and pupils. The school needs to be constantly alert to the danger of losing this personal touch, especially as it grows larger and more specialized in its service. Organization, administration, and instruction always need to be planned in such a way so as to preserve the human touch and to give a high priority to the importance of the individual. Respect for the individual is a basic American value and schools must encourage that development of individual capacities which will enable each human being to become the best person he is capable of becoming.

To this end, the Bayard Board of Education, the administration, the teachers, and staff will strive through their individual or collective action:

1. To guarantee equal educational opportunities for each child according to his/her needs and capabilities.
2. To provide each child through experience in democratic living an understanding and appreciation of our forms of government, our country, and its history, a realization of the duties and obligations of citizenship, and a sense of social responsibility.
3. To develop in children an understanding of, and a respect for, all people.
4. To develop in all, ethical character with respect for moral and spiritual values.

5. To provide children with the opportunity for an increasing mastery of the basic skills which are needed for intelligent participation in the modern world.
6. To place the emphasis in the classroom on the application of learning rather than just on mastery of facts.
7. To promote good mental, social, emotional, and physical growth in all youngsters.
8. To provide opportunities for individual guidance and counseling.
9. To develop in individuals an understanding and appreciation of the sciences and the creative arts in the modern world.
10. To develop in students initiative, a desire to learn, and an appreciation of their educational opportunities.
11. To promote participation in community living by providing the opportunity to share in leadership and helpful service.

**MISSION STATEMENT  
BAYARD PUBLIC SCHOOLS**

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

**VISION STATEMENT  
BAYARD PUBLIC SCHOOLS**

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

**CORE COVENANTS  
BAYARD PUBLIC SCHOOLS**

**Focused on the Student**

- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

**Attitude of Excellence**

- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think “Big Picture”

**Community**

- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

**Tiger Way!**

Every Person, Every Day. It’s a **FACT!**

**STUDENT EXPECTATIONS  
BAYARD PUBLIC SCHOOLS**

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

**ACADEMIC SEAL OF BAYARD PUBLIC SCHOOLS**

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, *Every Person, Every Day*, which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

**Academics:** At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

**Athletics and Arts:** Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

**Community:** The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

**Opportunity:** Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

**Agriculture:** Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

## **PURPOSE**

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Bayard Schools. It is intended for use by the staff as a guide in developing a well-coordinated instructional support program. It is hoped the statements set forth in this handbook will improve understanding and cooperation among all school personnel in the coming school year.

It is the purpose of this handbook to establish uniformity of operation. It will be supplemented from time to time as board policy, superintendent policy or the principals' policies are changed.

The quality of educational achievement is directly related to the employees of the school district. Each employee has been selected to provide for a certain phase of the child's needs as he/she grows in the educational program. As we coordinate our work and as each school employee grows professionally in his effectiveness, so grows the Bayard Schools as a more effective school system.

## **WORK AGREEMENT AND RELATED ITEMS**

Classified school employees are appointed to their position by the Superintendent. They are directly responsible, in coordination with the school's certificated staff, for the welfare of the students under their control, which includes the development of the child's capacities in all phases: mental, physical, social, and moral.

Classified school employees are jointly responsible to the superintendent of schools, the principals, and their immediate supervisors in accordance with Board of Education Policy. School employees are expected to carry out the policies of the Board of Education.

### **EMPLOYMENT**

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

### **ASSIGNMENT**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties. Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability

### **PERSONNEL FILE**

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file. If an employee elects to view their file, it will be under the supervision of the Superintendent or their designee.

### **GRIEVANCES AND COMPLAINTS**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in Board Policy 8305/8305-A.

### **PAYMENT**

Payroll periods begin with the first workday of the month and end with the last workday of the month. Pay for the work period is made on the 20th following the previous month's last workday. The September payroll will reflect days worked in August. The check will be small for staff that did not work all possible August days.

### **VOLUNTEER WORK**

Any individual volunteering will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

### **BENEFITS**

Classified employees are provided benefits in accordance with their employment classification and Board Policy No. 4019 and Policy No. 4046. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the

employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the school bookkeeper in writing of any changes in benefit status.

### **PAYROLL**

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employee start date will be at least two working days after required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Classified Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

### **DIRECT DEPOSIT**

The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll.

### **ADDRESS CHANGE**

If an employee's address or phone number changes at any time during employment with the District, the employee must contact the school bookkeeper as soon as possible. Maintaining accurate employee information is a requirement for all school districts.

### **PAYROLL DEDUCTIONS**

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions required by law or authorized by an employee on the appropriate sheet in compliance with applicable laws.

Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available.

### **RETIREMENT**

Bayard Public Schools employees over the age of 18 who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System.

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the cost at 101%. Any member who terminates employment with Bayard Public Schools may:

1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.

2) Receive a refund or make inquiries to:

Nebraska Retirement System  
PO Box 94816  
Lincoln, NE 68509  
1-800-245-5712

### **TAX-SHELTERED ANNUITY**

All classified employees can have a payroll deduction toward a selected tax-sheltered annuity.

### **OVERTIME OR COMP TIME**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at your workplace or a copy is available from the Human Resources Department. The District may provide compensatory time in lieu of overtime pay to employees, at the Superintendent's discretion on a case by case basis, in accordance with applicable law. ALL overtime and comp time must be pre-approved by supervisor.

The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid overtime rates for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime calculations do not include payment for idle hours when the employee is not at work. Idle hours include vacation, holiday, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses

eight hours of personal leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent or designee will agree upon the overtime rate in compliance with FLSA regulations.

A non-exempt employee may request or the district may provide compensatory time in lieu of overtime pay, with prior written approval of the Superintendent, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time must be used within a month of earning the time. Extended time for using compensatory time must be approved by the Superintendent on a case by case basis.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

### **DISCIPLINARY SUSPENSION**

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance.

### **WORKER'S COMPENSATION**

All employees come under the provisions of the Nebraska Workers' Compensation law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal. The principal will work the employee to provide the forms and direct the employee on how to complete the proper incident forms.

Employee's eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will then use the employee's available sick and vacation leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and vacation leave are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

### **ABSENCE PROCEDURES**

Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available.

### **REQUESTING LEAVE**

An employee who wants to use available leave is to submit a leave request through the Weblink online leave system to the employee's supervisor. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted in the month they occur or before, in order to be paid for the time. Vacation leave, if applicable, must be approved by the Superintendent.

### **REPORTING LEAVE**

Employees must report leave through the Weblink online leave system to the business office within three days of taking the leave. Employees must report leave in a timely fashion or the employee will not be compensated for the leave.

### **GIVING NOTICE OF UNSCHEDULED ABSENCES**

An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

### **RETURNING FROM ABSENCES**

1. Justification for Absences Taken Without Prior Approval. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. Establishing Fitness for Duty. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Superintendent to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

### **PAID LEAVE**

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment classification and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

### **UNPAID LEAVES**

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

### **JURY DUTY LEAVE**

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. Compensation during jury duty will be handled as indicated in Policy 4019.

### **FAMILY MEDICAL LEAVE ACT**

#### ***Basic Leave Entitlement***

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
  - to care for the employee's child after birth, or placement for adoption or foster care;
  - to care for the employee's spouse, son, daughter or parent, who has a serious health condition;
- or
- for a serious health condition that makes the employee unable to perform the employee's job.

***The 12 month period for the purposes of FMLA is the period from June 1<sup>st</sup> through May 31<sup>st</sup>.***

#### ***Military Family Leave Entitlements***

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.**

### ***Benefits and Protections***

During FMLA leave, the District will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Employees must continue to pay their share of any health insurance premium when they become due. If an employee does not return from FMLA leave, he or she will be required to reimburse the District for the District’s share of health plan premiums during a period of unpaid FMLA leave unless the reason the employee does not return is due to the continuation, recurrence, or onset of either a serious health condition of the employee or the employee’s family member, or a serious injury or illness of a covered servicemember, which would otherwise entitle the employee to leave under the FMLA, or due to other circumstances beyond the employee’s control. An instructional employee who is on FMLA leave at the end of the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year. As used herein, “*instructional employees*” are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

### ***Eligibility Requirements***

Employees are eligible if they have worked for the District for at least 12 months and have 1,250 hours of service in the previous 12 months.

***Definition of Serious Health Condition***

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

***Use of Leave***

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary, as further provided below. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement.

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered servicemember, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:

- Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the District may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until the notice provision is met.

If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

If an instructional employee begins leave more than five weeks before the end of a semester, then the District may require the employee to continue taking leave until the end of the semester if —

- The leave will last at least three weeks, and
- The employee would return to work during the three-week period before the end of the semester.

If an instructional employee begins leave during the five-week period before the end of a semester because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember then the District may require the employee to continue taking leave until the end of the semester if—

- The leave will last more than two weeks, and
- The employee would return to work during the two-week period before the end of the semester.

If an instructional employee begins leave during the three-week period before the end of a semester because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember, then the District may require the employee to continue taking leave until the end of the semester if the leave will last more than five working days.

In the case of an employee who is required to take leave until the end of a semester, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The District has the option not to require the employee to stay on leave until the end of the semester. Therefore, any additional leave required by the District to the end of the semester is not counted as FMLA leave; however, the District shall be required to maintain the employee's group health insurance (to the extent stated herein) and restore the employee to the same or equivalent job including other benefits at the conclusion of the leave.

### ***Substitution of Paid Leave for Unpaid Leave***

The District requires to use all accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies.

### ***Employee Responsibilities***

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures. Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care

provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

As a condition of restoring an employee whose FMLA leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job, the District requires that all employees who take leave for such conditions to obtain and present certification from the employee's health care provider that the employee is able to resume work and perform the essential functions of the employee's job.

### ***District Responsibilities***

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

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

### ***Unlawful Acts by Employers***

FMLA makes it unlawful for any employer to:

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

### ***Enforcement***

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

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

The foregoing is a general overview of FMLA leave. For more information, please contact the Superintendent.

## **DUTIES AND RESPONSIBILITIES**

### **HOURS OF WORK AND MEETINGS**

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Classified employees are to utilize a method determined by the superintendent to record work time. Employees are to clock in and clock out at their scheduled work start and end times each day. Failure to do so may result in a review of the employee's work responsibilities and schedule. Non-compliance with assignments may result in termination of employment.

Classified Staff shall not read and respond to work emails or texts outside of regular work hours, unless specifically directed to by an administrator. In the event a classified staff member is directed to read and/or respond to an email or text outside of working hours, then the staff member shall record all time spent in doing so as time worked.

### **ARRIVAL TO DUTY ASSIGNMENTS**

Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work. All duty times are subject to assignment by the direct supervisor, the building principal, and the superintendent.

### **LEAVING SCHOOL/ASSIGNMENT**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided. When employees leave school for any non-work reason, including lunch, they are to clock out before leaving and clock in upon return. If employees are on site and available/willing to work during the lunch period they may remain clocked in during their lunch time.

### **SCHOOL PROCEDURES**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are to refrain from use of personal cell phones for non-school purposes during duty time.
  - 1.a Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when

the vehicle is in motion. The only exception would be in the case of emergencies. Employees 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 are to be utilized by all occupants.

1.b Employees are not to use radar detectors, laser detectors, or similar devices while transporting students or using school vehicles.

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Superintendent.

4. E-mail. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy.

5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communicate regarding school business.

### **SUPERVISION OF STUDENTS**

Proper supervision of students is an important responsibility of all employees of the District. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interacting with students.

#### 1. Proper Supervision

a. Report to all duty assignments on time.

b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

c. Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

e. Be careful when physically contacting students. Physical contact with students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent

reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

## 2. Proper Instructions

a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

c. When you go over safety rules with students note it in your written records.

## 3. Proper Maintenance of Buildings, Grounds, and Equipment

a. Conduct periodic inspections of equipment under your control or in your area of supervision.

b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

## 4. Proper Warnings

a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The principal's office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches: School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. Classified staff members are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

### **DISPENSING MEDICATION**

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without a signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student’s name, name of medication, dosage needed, and time of dispensing the medication.

### **REPORTING CHILD ABUSE**

Employees are to be familiar with and follow the Child Abuse Policy No. 4105

# **PERSONAL AND PROFESSIONAL CONDUCT STANDARDS**

## **ETHICS STANDARDS**

Bayard Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

**Principle I - Commitment as a School Employee:** Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or disability.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 1 through 7 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

## **Principle II - Commitment to the Student:**

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

## **Principle III - Commitment to the Public:**

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

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

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

**Principle IV - Commitment to Classified Position Employment Practices:**

The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

**COMPETENT PERFORMANCE**

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;

3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

***Communication Skills:*** In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

***Management techniques:*** The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

***Human and Interpersonal Relationships:*** Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

***Personal Requirements:*** Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity, with or without a reasonable accommodation, appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

### **ROLE MODEL**

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

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual 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).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

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

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

### **RELATIONSHIPS**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties, gossiping, or spreading rumors about others.

### **CIVILITY**

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

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

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

## **GENERAL INFORMATION**

### **BAD WEATHER/SCHOOL CLOSING**

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your employment file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KNEP TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

### **COMMUNICATION**

Employees of Bayard Public Schools are expected to utilize effective communication strategies and technological resources when appropriate to collaborate and engage with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

In order to facilitate such communication between the school and homes, teachers are expected and directed to follow the communications plans and protocols developed at the school and district levels. Such communications plans will include directions for frequency, content, and method/mode of communication teachers will be expected to utilize.

### **COMMUNITY RELATIONS**

The Board of Education, through the administration, demands dignity, neatness, and seriousness of purpose for its employees. The education profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single school employee. Since all are judged by what only a few may do, it is imperative that each of us give considerable thought to our actions as they relate to community customs.

School employees should regard the community in which they are employed as their home. You should be interested in its institutions, its worthwhile activities, and participate in those in which you have special interest and abilities. Good judgment should be used in all practices.

Poor public relations can ruin the finest faculty in a good school. It is imperative that we all use common sense and discretion in and out of school.

### **CONCESSIONS/CASH BOXES**

Concessions and other cash boxes, such as gate receipts for athletic events, are to be counted and signed-off by two adults before the funds are remitted to the school administration and office staff.

**CONCUSSIONS: RETURN TO LEARN**

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Bayard Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

**CONFIDENTIALITY AND CONFIDENTIALITY OF RECORDS**

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students or staff should be referred to the principal. School staff shall maintain student records in compliance with state and federal law.

**COPYRIGHT AND FAIR USE POLICY**

It is the school’s policy to follow the federal copyright law. Students and staff are reminded that when using school equipment and when completing course work, they must also follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from a administration if there are any questions regarding what may be copied.

**CRISIS SITUATIONS**

Behavior in the first moments, by those actually involved in a crisis situation, will largely dictate the outcome. In the event of a crisis situation, Bayard School personnel are expected to follow the procedures as written in the Emergency Crisis Procedures Guide.

**CUSTODIAL ASSISTANCE**

Our custodians strive to keep the school neat, clean and functional. It is a difficult job, and we should all encourage students to conduct themselves in ways that contribute to an attractive and safe environment. If custodial assistance is needed, all requests must go through the building principal's office. Staff members who observe any areas of custodial/maintenance concern are expected to complete a Custodial/Maintenance Work Request Form and submit the form to the building principal.

### **DISCIPLINE**

School employees are expected to support students in engaging in positive and appropriate behavior. Students should know what behaviors are expected, and these expectations should be firmly but fairly enforced. Discipline does not automatically mean punishment, but it does always mean encouraging a desired behavior. Threatening, yelling, criticism, sarcasm, etc. are questionable discipline techniques and often prove inadequate. The student's improper behavior should be the focus of the discipline and not the student's personality, family, dress, appearance, etc. Discipline that punishes all students for the wrong doing of a few is discouraged. The forms of discipline used by school employees should be consistent, reasonable, and fair.

Discipline is the responsibility of each individual school employee under the direction of the certificated staff and the principals. The principal's role is to assist and advise in the event of flagrant or continued misbehavior. Flagrant misbehavior should be brought to the attention of the principal immediately. A student shall not be sent to the office without an explanation of the offense. If assistance is needed in the removal of a student, the school employee is to send someone to the principal's office immediately for assistance. Each student dictates different strategies, but effective teaching and adequate preparation prevent many behavioral problems from occurring.

Corporal punishment shall not be administered. Students causing excessive discipline problems may be recommended to the Superintendent for discipline.

### **FORMS, REPORTS, AND RECORDS**

The following items need to be supplied to the appropriate office as scheduled.  
Superintendent's Office

New or changes on

1. W4's
2. Address
3. Telephone Number
4. Marital Status

Payroll Deductions

1. Annuities
2. Health Insurance Coverage
3. Supplemental Insurance
4. Savings or Investment Plans

NOTE: All of the above are due prior to September 1<sup>st</sup>.

### **FUNDRAISERS AND ACTIVITIES ACCOUNTS**

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the Activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

Senior class funds remaining after graduation expenses are paid may be designated for a specific school project or activity by a majority vote of the senior class. If no project or activity is designated prior to graduation the remaining funds will be transferred to the secondary school account in the activities fund.

### **HALL SUPERVISION**

**School employees are expected to step into the hall between classes to help maintain order.** Students must be supervised at all times when they are on school premises because of possible accidents and subsequent liability. School employees are to file all accident reports no matter how large or small. Lawsuits can happen several years later. A written record could be of great assistance in presenting requested testimony.

### **IDENTIFICATION BADGES/NAME TAGS**

Bayard Public Schools employees may be required to wear identification badges, name tags, or similar items to improve security and increase visual identification to students, visitors, and community members.

### **INSTRUCTIONAL AND WORK AREAS**

Each staff member is responsible for the appearance and organization of their assigned work areas. The appearance of the school and school grounds has an impact on the learning that occurs; therefore each staff member should devote time and energy to developing an attractive, stimulating, and orderly instructional setting. Take pride in your educational setting, as well as your work. Be an example for students. When a room is unoccupied, lock and shut doors behind you and shut off lights. ***School employees assigned to supervise students are expected to be with their students during the entire period for which their supervision is assigned.***

Occasionally school employees are required to share rooms. Upon leaving an area please insure that: a) materials and equipment are stored properly, b) chairs and desks are properly placed, c)

the floor is free of litter. On leaving your room for a length of time or for the day, school employees will turn out all lights, close and lock all windows and close and lock all doors. School employees using the building after hours must check all lights and doors and see that all students are out of the building. Students are not to be left to close the building. Whenever the facility is being used, there must be a staff person present and directly supervising the students. Do not give your keys to students or any other person. Individuals and organizations wishing to use the school facilities must complete an Application for Facility Use and submit such application to the office for approval.

### **MUTUAL RESPECT**

The Bayard Public Schools expects every staff member and student to be treated with respect and dignity.

### **OBSERVING AND ENFORCING RULES**

It is the duty of each school employee to become familiar with the rules, regulations, and policies of the school and to do all that you can at all times to see that they are enforced. Ignorance of the rules does not excuse you.

### **PARKING AT THE ELEMENTARY SCHOOL**

In order to provide a safe and invitational atmosphere to parents and visitors, staff members are to refrain from parking in the parking spaces located on the concrete on the south side of the elementary school. These spaces are to be reserved for parents and other visitors to the school.

### **PROFESSIONALISM AND CODE OF ETHICS**

Professional deportment is expected from all personnel of Bayard Public Schools. This behavior is reflected in your dress and grooming, relationships with students and parents, and interaction with your peers. A positive school climate is critical to everyone's success. All classified employees must be familiar with and adhere to the Personal and Professional Conduct Standards section of this handbook.

### **PUBLICITY/PUBLICATIONS**

Take pride in the school and be proud to tell about the positive elements of the school. Any items to be submitted to local papers or sent home to the parents should be appropriate and approved by the building principal. Any concerns should be presented to the principal in advance. The Secondary Principal shall serve as the editor of all student publications.

### **PURCHASING**

Board Policy on Purchases: **Any employee who purchases supplies or equipment without expressed authorization of the Superintendent shall be personally liable for payment of the bill.** School Employees should make requests for supplies or equipment in sufficient time to allow for economical and wise purchasing.

Class and club sponsors will have responsibility for supplies ordered through their organizations. In many cases, items can be procured through regular school channels more

economically. All purchases which are handled through the activity fund should be cleared through the Office of the Superintendent or the Activities Director.

**All purchases charged to the school district or to any organization of the school will be accompanied by a requisition order approved through the Weblink online requisitioning system. Requisition Orders for a class or organization must be approved by the authorized personnel in the Office of the Superintendent or the Activities Director. No bills will be paid by the Board of Education or from the Activity Fund which have not been authorized.**

### **RECORDS MANAGEMENT AND DISPOSITION – LITIGATION HOLDS OF ELECTRONIC MESSAGES**

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **RADIOS AND OTHER COMMUNICATION DEVICES**

In order to facilitate effective and timely communication, employees may be assigned to wear and use a handheld radio or similar communications device while on duty.

### **ROOM MAINTENANCE**

Before leaving the work area each day, close windows, turn out all lights, and lock the room. Elementary staff members, please make sure your air-conditioners are turned off when you leave. When repairs are needed, notify the principal in order for arrangements to be made for the repair

### **SAFETY INSTRUCTIONS**

All head coaches will conduct a safety lecture in regards to potential dangers that might be incurred by participating in that particular sport. All coaches will instruct participants in their sports in the correct fundamentals of the sport and will not teach fundamentals that have been determined as illegal or unsafe.

All other faculty members who supervise activities or classroom activities where a student could sustain an injury from the activity, will also conduct a class on the dangers and the safety precautions to be used during the activity or classroom sessions.

**SCHOOL BOARD POLICIES**

School Board policies are made available to the staff and to the public. Employees shall become familiar with Board policies. Please direct any questions about Board policy to the Superintendent.

**SCHOOL LUNCH**

School employees are strongly encouraged to utilize payroll deduction to pay for school lunches purchased by themselves and or members of their family. This ensures convenience for employees and timely payment of lunch bills to the school. Lunches must be paid for in advance. The school will not charge meals to employees or students with negative lunch account balances.

**STUDENT CONDUCT**

A student handbook will be used to familiarize students and parents or guardians with the school's practices and procedures. Students will be given a copy of the handbook, which will explain general regulations and requirements.

Students are expected to act, dress, and conduct themselves in the school building and at school sponsored events, in such a fashion that their behavior and dress will reflect favorably on the individual and on the school, will show consideration to fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with the school regulations.

All staff members are responsible for overseeing the conduct of students, both during school hours and at school sponsored events. In each instance in which an employee acts to help a student conduct him/herself properly, emphasis shall be placed upon the growth of the student and the ability to discipline him/herself.

**SCHOOL KEYS**

No key is to be duplicated without the Superintendent's written permission. **DO NOT GIVE YOUR KEYS TO ANY ONE ELSE TO USE.** Prior arrangements must be made if student managers use your keys. Staff members may be required to pay for the cost of lock/key replacement in the event that the staff member's keys are lost, misplaced, or stolen.

**SCHOOL RESOURCE OFFICER (WHEN APPLICABLE)**

In partnership with the City of Bayard the school district has access to the services of a School Resource Officer (SRO). As per agreement with the City of Bayard, the duties of the school resource officer shall be as follows:

- a. Act as a resource to prevent delinquency and truancy.
- b. Provide guidance on ethical issues in classroom settings.
- c. Provide individual counseling for students.
- d. Explain law enforcement's role in society to students.
- e. Demonstrate the concern of the Bayard Police Department for youth.
- f. Provide safety and security for the school campuses.
- g. Create goodwill and increase the understanding of law enforcement within the school environment.

- h. Strengthen student and police relationships.
- i. Provide a forum where police, students, parents and faculty become acquainted and earn mutual respect.
- j. Open lines of communication between public agencies and youth in the community.
- k. Provide enforcement of all appropriate state statutes and city ordinances.
- l. Assist instructors from time to time with reference to law enforcement related curriculum.

The school resource officer shall have no responsibility concerning enforcement of school codes of conduct or school administrative decisions involving student misconduct.

Teachers are encouraged to invite the school resource officer to help with instruction when the curriculum is aligned to the skills and knowledge of the officer. School employees are not to ask the school resource officer to “cover a class” and need to be present in the classroom for the duration of instructional sessions provided by the school resource officer.

### **SOCIAL ACTIVITIES**

The class sponsor shall be responsible for the approval or disapproval and scheduling of the (7-12) social activities of classes and organizations with the scope of the regulations with the final decision resting with the administration.

School activities shall close at 12:00 midnight with the exception of Homecoming Dance and Junior Senior Prom which shall close at 1:00 a.m.

School activities shall not be permitted on Sunday unless religious in nature as they apply to the school. This includes practice for any activity. Practices are permitted on Sundays before district competition per NSAA rules.

School activities will not be permitted after 5:30 p.m. on Wednesday evening. Buildings must be cleared by 6:00 p.m.

### **SPONSOR/CHAPERONE DUTIES**

Most employees, in addition to their regular assignments, are asked to sponsor a class or organization.

At the first meeting of the year, students in each class or organization should elect officers, and determine projected plans for activities and fund raising activities. Projects must be approved by the principal and scheduled by the activity director to avoid conflicts with other organizations and competition with local businesses. Parliamentary Procedure will be used in all class meetings.

If a project involves the use of the cafeteria and/or kitchen, the head cook must be consulted. If a cook needs to be present at the project, the organizer will be billed for that individual's time. If a janitor is asked to do the cleaning, make prior arrangements and be prepared to pay that individual for the services.

The sponsor is responsible for the financial records for each class or organization. They should review the records with the treasurer of the organization and the district bookkeeper at least once a month.

No students are to be in the building during a project or event unless a sponsor is present. Sponsors should check to see that lights are off and doors locked when they leave. The facilities should be left in a clean condition.

No organization is to meet at the school or any other location for any purpose without prior clearance from the principal. Sponsors are also to be aware that any money earned from fundraisers is to be used to benefit the school or community or for a growth experience. Using the school's name to raise money for a party is prohibited.

### **STAFF DRESS**

School employees should be conscious of the importance of attractiveness, appropriateness, and neatness in dress and grooming. Set a positive example about the importance of school. Business casual attire is appropriate. Leggings and yoga pants are not considered business casual and are not appropriate for the instructional staff in the school. Staff attire needs to be compliant with expectations for student dress.

### **STAFF WELLNESS**

Bayard Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Staff members are expected to serve as role models for students in the area of wellness. BPS staff members are encouraged to serve as healthy role models for students.

### **STUDENT DRESS CODE**

The school administration and teachers encourage everyone to behave and dress in a fashion reflecting good taste and in a style appropriate for a school day or school activity. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others.

Student dress and personal appearance that disrupts or distracts from the educational environment of the school, is offensive, in violation of any statute, or is a health or safety hazard is not acceptable and is not permitted.

Examples of inappropriate dress: midriff blouses; low cut blouses; hats; caps; headbands; chains or straps on pants; articles displaying obscene or vulgar writing or symbols; articles displaying tobacco, alcohol, or drug advertisement; jewelry with potentially harmful accessories; any clothing in reference to membership in gangs: bandanna; sagging clothes; or tagging with gang signs or letters. Any type of shorts worn to school will reach to the middle of the thigh. Shoes and socks must be worn.

School employees will send students to the office, or notify the office, if a student's clothing or dress is questionable. The final decision will rest with the administration.

If students are participating in extra-curricular activities or school-sponsored activities, their dress or appearance will be the responsibility of the coach or sponsors.

### **STUDENT ERRANDS**

Students are not to be sent on errands during the school hours unless by permission of the principal. Students are entrusted to our care, therefore, it is essential that we know where they are at all times. Notify the principal well in advance when you desire to go with your groups during school time on class trips.

**STUDENT HANDBOOK**

All staff members should be familiar with and know the student handbook, encouraging students to know and follow its guidelines and regulations, too.

**SUMMER BUILDING ACCESS**

In order to provide a safe and efficient process for summer custodial and maintenance services staff members are encouraged to plan on the school buildings being closed during the month of July. Additional closures are possible as circumstances may dictate throughout the summer and during breaks in the school term. Staff members are encouraged to have any summer work completed by the end of June and to plan on access to the school buildings for the next year at the beginning of August.

**SUPERVISION OF STUDENTS**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the following:

**Proper Supervision**

1. Report to all duty assignments on time.
2. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
3. Be vigilant while supervising students. **Never leave your students unattended**; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students are doing.
4. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs.
5. Be careful with touching students. Use of corporal punishment is prohibited at Bayard Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment), and that which professional educators determine appropriate for purposes of proper student relationships.
6. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to the administration.

**Proper Instructions**

1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
3. When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester, and note when you do it in your written records. Also, if any students are absent when you review the rules; contact the student(s) to review the same information and also note that contact in your written records.

### **Contact the Principal for Assistance**

The principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

1. Student fight
2. Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
3. Reported incident or a suspicion that a student has a weapon or other dangerous item(s), drugs, alcohol, or other illegal substances
4. Presence of an intruder (a non-student or staff member who refuses to go to the office)

### **Student Searches**

School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. School staff members are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration.

### **Student Rights**

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

### **WORK ROOM**

The work room is to be kept as neat as possible. Avoid discussing individual students in the workroom. Additionally, ensure that communications in the work room are positive and conducive to a productive and effective school climate. Parents and community members often form impressions of our schools based upon the professionalism exhibited in the school offices and in the work room and break room. Your assistance in this is greatly appreciated.

### **TELEPHONE**

School employees are welcome to use the school telephone. The school telephones are not to be used for personal long distance calls. School telephones are tax exempt and are to be

used for official school business only. School employees who have student supervision responsibilities **will not** be called to the telephone except in case of emergency.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on Bayard School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property; and to safeguard District facilities and equipment; and to further the educational process. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

### **VISITORS**

All visitors are to be directed to the principal's office. This is for the preservation of classroom order as well as to protect students and staff.

Parental interest and concern should be welcomed. However, if a visitation becomes hostile, a teacher or an administrator should be present. Students and school employees are not to open any doors for non-school personnel, as visitors must enter through the main doors to the building and check-in at the office. School employees have the responsibility and the right to question visitors in the building.

### **WORK AREA SAFETY AND ACCIDENT REPORTING**

All employees share in the responsibility for maintaining a safe and healthy school environment. All staff members shall avail themselves of every possible opportunity to instruct students in the safe use and handling of any school property or equipment that could cause injury to students or school personnel. Any unsafe or unhealthy conditions in the immediate work area, building, or on the school campus should be reported immediately to the school principal. In the event of an accident to an employee, student, or visitor, the safety and care of the injured individual should be of primary concern. A written report of the incident should be made to the principal within 24 hours, if not sooner. An incident which requires the attention of medical personnel and any other incident deemed important by the principal, should be reported to the superintendent of schools.

Instructors or sponsors of groups using laboratories, including science, art or shop areas will be responsible for seeing that individuals or groups working with the following materials or in the following areas will wear the appropriate eye and/or face protection or other protective gear deemed appropriate:

1. Hot molten materials.
2. Heat treatment, tempering, or kiln firing of any metal or other materials.
3. Milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials.
4. Gas or electric arc welding or other welding processes.

5. Repair or servicing of any vehicles.
6. Caustic or explosive materials.
7. Hot liquids or solids, injurious radiation or other hazardous materials.

### **“WORK FROM HOME” EXPECTATIONS**

In the event work from home is needed, (such as during a pandemic or due to other circumstances, the district may employ personnel in work from home. It is essential that remote staff members understand the District’s expectations for those staff members while they are “on duty.” When work from home is authorized, the following expectations apply to all staff members working remotely during the workday and during working hours:

1. If a staff member will appear via videoconference (such as Zoom), the staff member must be dressed professionally and in the same manner expected as if the staff member reported to work in-person. A staff member appearing by videoconference is expected to minimize background noise (such as a dog barking) that may interfere with the communication, and be in a professional setting (such as at a table or in a home office—not in bed).
2. Staff members should respond promptly to school-related communications. “Promptly” will depend on the context but, as a general matter, staff members who are not teachers will be expected to respond to phone calls within 15 minutes of receiving such calls. Teachers who receive a phone call or other school-related communication (such as an email) will be expected to respond after their teaching assignments, but not later than the end of the workday. We understand that staff members may be engaged during the workday with webinars, teaching, holding office hours, talking with colleagues or parents, and so forth. As such, each staff member’s situation will depend on the circumstances. However, generally, all staff members (including teachers) are expected to be checking their phone and email during the workday and responding in a timely manner. The intent of this rule is to ensure that no staff member who is being paid during working hours is misusing worktime by not working.
3. During working hours, all staff members are bound by the same computer and Internet expectations as if they were in the physical classroom. This expectation includes not watching shows or movies, shopping for personal items, browsing social media, and so forth. Staff members who use District-owned devices may be subject to a search of their Internet browsing history. Staff members’ District-owned email accounts may also be searched. We would prefer not to have to use these options, so please use work time for work purposes only.
4. All staff members continue to be bound by the applicable professional boundaries policy and/or rules. Staff members will not communicate directly with students via texting, social media or one-on-one Zoom sessions, unless the staff member has received approval in advance from a school administrator.
5. Hourly staff members must keep track of their work time. Hourly staff members must receive prior approval from their immediate supervisor before working overtime. The District may review each hourly staff member’s Internet browsing history and/or email history to determine whether a staff member was working during their claimed

work time. Hourly staff members must keep current a detailed log of the time they spent on work-related items and the time that they spent working on such items.

6. All staff members must communicate in a professional manner. Although much communication may be accomplished via electronic means, all staff members need to remember that communications should be professional and avoid inappropriate or vulgar language.
7. Staff members should refrain from communicating with each other about non-school business during the workday. For instance, calling or emailing other staff members during worktime to gossip is not an appropriate use of the workday.
8. Staff members should coordinate with their immediate supervisor on clock-in/clock-out procedures so that your immediate supervisor ensures that you are working that workday. If you need to miss work during a workday, you must contact your immediate supervisor as soon as practicable.
9. Each staff member's duty hours will be determined by each staff member's immediate supervisor. As a result, staff members are expected to maintain regular communication with their immediate supervisor about the upcoming workweek.
10. Staff members will comply with the recommendations of the Instructional Technology Coordinator with regards to secure technology arrangements.
11. Staff members are expected to follow all other directives from their supervisors in a positive and professional manner.
12. A staff member who repeatedly violates these expectations may be subject to discipline.
13. All other provisions of board policy and the staff handbook remain in effect.

If a staff member has any questions or needs clarification, they should contact their supervisor in advance for clarification. Please know that these expectations are subject to change and may be modified by the Superintendent or Superintendent's designee.

## SELECTED BOARD POLICIES

POLICY NO. 4105

Page 1

### REPORTING Child Abuse OR NEGLECT

It is mandatory that every employee of Bayard Public Schools report child abuse and neglect as set forth in this policy.

#### A. Child Abuse or Neglect Defined

As used herein, “child abuse or neglect” means 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. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

The foregoing definition shall apply regardless of whether the perpetrator or perpetrators are student(s), school employee(s), the child’s parent(s), or any other person.

#### B. Reporting

1. **Mandatory Employee Reporting to Law Enforcement:** If any school employee has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, then the employee shall immediately report such incident to the Bayard Police Department, the Morrill County Sheriff’s Department, the Nebraska State Patrol, or the Nebraska Department of Health and Human Services.
2. **Substance of Report:** A report to a proper law enforcement agency or the Department of Health and Human Services may be made orally by telephone with the caller giving his or her name and address and shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion of the reporter may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators.
3. **Reporting to Principal:** After an employee makes an oral report as set forth above, the employee shall immediately notify a principal of the report. The employee shall then, within 24 hours, draft a written

report as required above and provide the written report to a principal. The principal shall include in the report any additional information known by the principal and submit the form to the proper law enforcement agency or the Department of Health and Human Services. The principal shall also provide a copy of the report to the Superintendent of Schools. If there is no principal available within 24 hours, then the employee shall provide his or her report directly to the proper law enforcement agency or the Department of Health and Human Services and provide a copy of the report to the Superintendent.

4. **Uncertainty.** *Any uncertainty as to whether reasonable cause exists shall be resolved in favor of making a report to the proper law enforcement agency or the Department of Health and Human Services.* An employee is not obligated to “prove” that child abuse or neglect has occurred or could occur. Having reasonable cause to believe could include having information as minor as an allegation. Employees should not take it upon themselves to investigate the case or contact the family of the child. Law enforcement and the Department of Health and Human Services are responsible for investigating.
5. **Record Keeping.** All employees shall keep written records of information obtained and reports made pursuant hereto.
6. **No Retaliation.** No employee shall be retaliated against for making a report hereunder.
7. **Immunity.** Any employee making a report under this policy is immune from civil or criminal liability, except for in the case of making maliciously false statements.

Legal Reference: Neb. Rev. Stat. 28-710 *et seq.*

Adopted: 8-11-86

Reviewed: 5-10-10

Revised: 1-9-12; 11-11-13

## RESTRAINT AND SECLUSION

Restraint and seclusion (as further described in this policy) are behavioral and/or safety interventions and shall only be used in accordance with this policy.

### 1. General Guidelines

- A. Restraint and/or seclusion should not be used as a first method of safety intervention, except in emergency situations. When used as a safety intervention, other de-escalation efforts such as voice commands should be used prior to using restraint or seclusion.
- B. Restraint and/or seclusion shall never be used as a form of discipline or for retaliation or convenience.
- C. Restraint or seclusion should only be used when and to the extent reasonably necessary to maintain order or prevent a student from causing physical harm to himself or herself or others.
- D. School personnel shall continuously monitor a student's status during periods of restraint or seclusion.
- E. This policy does not apply to physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the student.
- F. Nothing in this policy shall prevent a staff member from using restraint and seclusion as provided for in a student's IEP, 504 plan, or behavior intervention plan.
- G. If a student develops a pattern of behavior which requires or is anticipated to require a recurring pattern of restraint and/or seclusion, the school should conduct a functional behavioral assessment or call a meeting of the student's IEP team to develop or revise a plan to reduce or eliminate the need for restraint or seclusion.
- H. Nothing in this policy shall allow a staff member to use restraint or seclusion which is unreasonable in duration and/or intensity considering the circumstances and school administration shall at all times maintain the authority to discipline a staff member if the administration deems unreasonable the staff member's use of restraint or seclusion.

### 2. Restraint

- A. Physical Restraint. Physical restraint means the use of physical force to restrict significantly the student's movement. The following circumstances are examples when physical restraint is appropriate:
  - A. To obtain possession of weapons or other dangerous objects.
  - B. To prevent or break up a fight.
  - C. As self-defense or in defense of others.
  - D. To escort a student from one area to another in the interest of safety or to maintain order.

- E. To calm or comfort a student.
- F. To prevent self-injurious behavior.
- G. As reasonably necessary to prevent imminent, severe destruction to school or another person's property.

B. Mechanical Restraint.

- i. Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.
- ii. Mechanical restraints do not include adaptive or protective devices used as recommended by the student's health care provider or safety equipment used as intended by the general population (e.g. seatbelts).
- iii. Mechanical restraints should only be used in the case of an emergency to prevent imminent danger to the student or others when physical restraint or seclusion would not be effective or is not possible.

C. Chemical Restraint.

- i. Chemical restraint is the administration of medication for the purpose of restraint.
- ii. Chemical restraint does not include medication as prescribed by and administered in accordance with the student's health care provider.
- iii. Chemical restraints of students are not permissible under any circumstances.

**3. Seclusion**

A. Definition. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from or incapable of leaving. Behavior interventions and/or disciplinary methods which do not restrict the student's physical movement or ability to leave are not considered to be seclusion. Examples of behavior interventions and/or disciplinary methods which are not considered seclusion are as follows:

- i. Timeout: Timeout means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- ii. In-school suspension.

iii. Detention.

- B. When Permissible. Seclusion is only appropriate when a student is displaying physical behavior that presents a risk of injury to the student or others and the threat could be diminished if the student is secluded in a safe environment. Seclusion should only be employed as a last resort after other methods of intervention have been attempted without success or would be inappropriate under the circumstances. Seclusion is inappropriate for students who are severely self-injurious or suicidal.
- C. Duration. Seclusion should only be used as long as necessary to present the risk of injury.
- D. Supervision/Observation. When a student is secluded a staff member or the school's resource officer shall continually monitor and supervise the student and shall immediately notify an administrator as to where and why the student is being secluded. The staff member monitoring the student in seclusion should document all observations.
- E. Area of Seclusion. A student in seclusion must be able to exit the room or area if the supervising adult becomes incapacitated or leaves the area. The room or area used for seclusion must have adequate space, lighting, ventilation, heating/cooling for the safety of the student and must be free of objects that could be harmfully used by the student.

**4. Documentation/Notices**

- A. Reporting. A Restraint or Seclusion Report must be completed for each incident of restraint or seclusion and shall include:
- Name of the student
  - Name of the staff member(s) administering the restraint or seclusion;
  - Date of the incident and the time the restraint or seclusion began and ended;
  - Location of the restraint or seclusion;
  - A description of the restraint or seclusion;
  - A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
  - A description of the behavior that prompted the use of restraint or seclusion;
  - Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
  - Information documenting parent contact and notification.
- B. Notice to Administrators. The building principal and Superintendent shall be notified of the restraint and seclusion incident as soon as possible.

- C. Notice to Parents. The building principal, Superintendent, or their designee shall attempt to notify the student's parent or guardian of the restraint or seclusion incident as soon as possible after it commences.
- D. Written Report to Parents. Within a reasonable period of time not to exceed 30 days after the incident, building principal or Superintendent shall also provide the parent or guardian with a written incident report. This report must include the following:
  - i. the date, time of day, location, duration, and description of the incident and interventions;
  - ii. the events or events that led up to the incident;
  - iii. the nature and extent of any injury to the student; and
  - iv. the name of a school employee the parent or guardian can contact regarding the incident.

## 5. **Training.**

- A. Distribution of Policy. This policy shall be distributed to staff members on an annual basis.
- B. Staff Training. Staff members who are reasonably anticipated to use restraint and/or seclusion on a regular basis shall be trained in the proper and safe use of restraint and seclusion.

Adopted: 3-12-12  
Revised: 10-9-17

## **DRUG FREE SCHOOL AND COMMUNITY POLICY**

Bayard Public School District 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, 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 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 the school's activities shall mean, but not be limited to the following:

1. The unlawful 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 the school's activities.

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

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

### **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 (Policy #4109), 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, C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may be the District's receipt of federal funds in jeopardy

**DRUG FREE SCHOOL AND COMMUNITY POLICY**

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/her designee at the time this policy is distributed to the employee. If no questions is directed by an employee to the Superintendent of Schools or his/her 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/her 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/her 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 may be provided by the District or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the Superintendent or his/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 and the manner in which each case shall be handled in the sole discretion of the Superintendent or his/her Designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

**DRUG FREE SCHOOL AND COMMUNITY POLICY**

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, an 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/her 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/her designee has written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her 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/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

Adopted: 8-13-90

POLICY NO. 4115

**EMPLOYEE USE OF ELECTRONIC COMMUNICATIONS DEVICES**

The Board recognizes that employees may carry electronic communications devices and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

Personally Owned Communications Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Adopted: 4-10-2006

**PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS**

All employees (which for purposes of this policy includes student teachers and interns) 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 which the board deems unacceptable and will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, social networking sites, or any other type of personal communication system to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. 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. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual 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).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- 
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "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.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent or other administrator

immediately.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Each school year, all employees shall sign a certification verifying that this policy was received and understood.

Legal Reference: LB 1080 (2020)

Adopted: 10-12-09

Revised: 1-11-21

Reviewed: 5-10-10

### **Network Acceptable Use and Internet Safety Policy**

Bayard Public Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and

- g. to distribute or forward “chain letters” via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

**Students may...**

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Enforcement of Policy:**

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

- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

### **COPPA Notification Statement**

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

**Inappropriate Network Usage:** To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring:** It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online

computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

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

**Disclaimers:**

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

**CIPA Definition of Terms:**

**Minor:** The term "minor" means any individual who has not attained the age of 17 years.

**Technology Protection Measure:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene**, as that term is defined in section 1460 of title 18, United States Code;
2. **Child Pornography**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**Harmful to Minors:** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act; Sexual Contact:** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

**Bayard Public Schools**  
**Network Acceptable Use and Internet Safety Policy**  
**Employee's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain or retain access to the Bayard Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

(Printed) Staff Member Name \_\_\_\_\_

Staff Member Signature \_\_\_\_\_

Date \_\_\_\_\_

**Bayard Public Schools**

**Network Acceptable Use and Internet Safety Policy**

**Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Bayard Public Schools**

**Network Acceptable Use and Internet Safety Policy**

**Parent or Legal Guardian's Agreement**

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

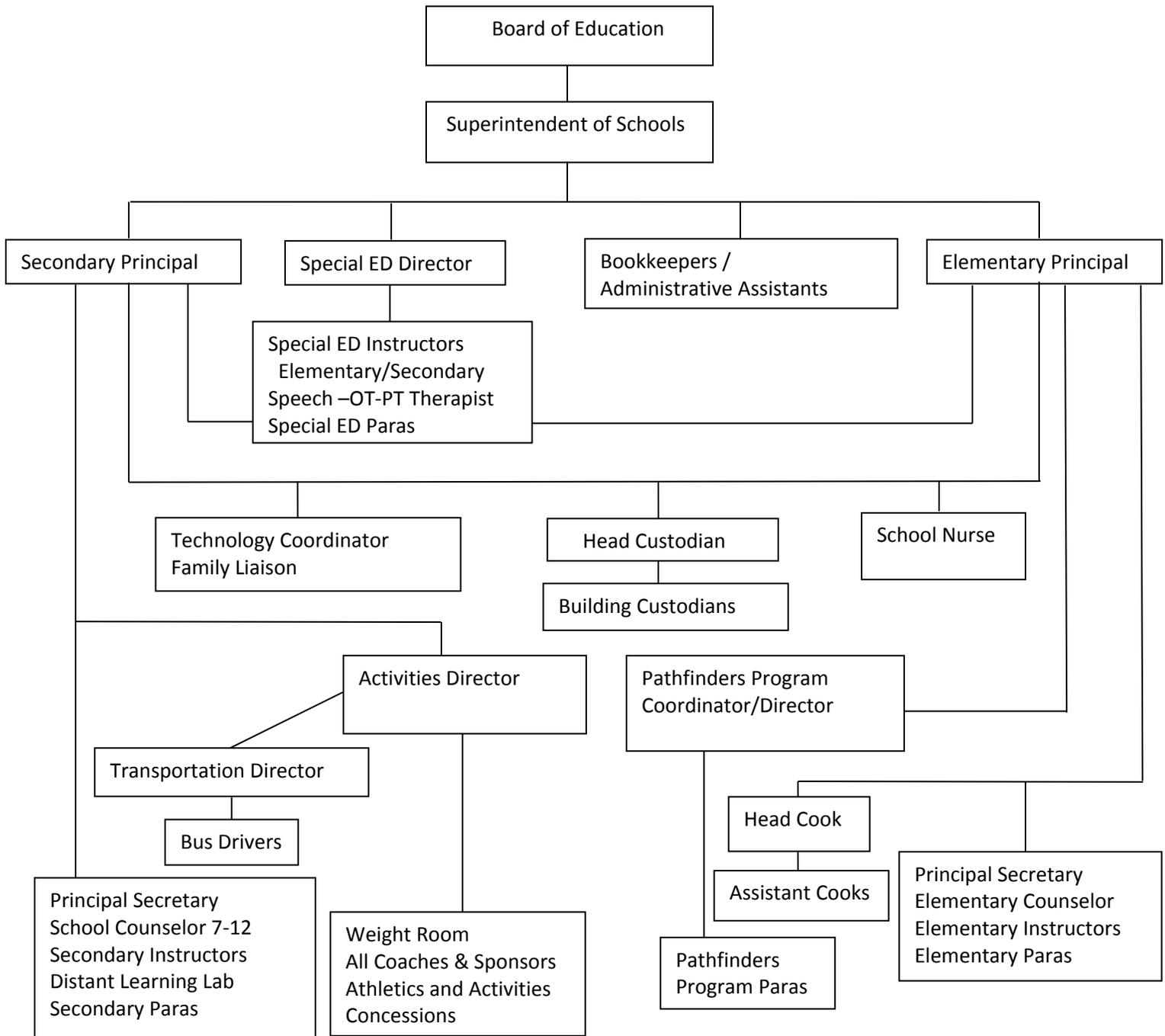
Date \_\_\_\_\_

Adopted: 2-10-97

Reviewed: 7-12-10

Revised: 6-11-12, 6-8-20

**Appendix A**  
**BAYARD PUBLIC SCHOOLS**  
**Chain of Command**



Revised May 2021

**Appendix B**  
**Sick Leave Bank Request Form**  
**Bayard Public Schools**  
**Guidelines and Limitations to the Use of the Sick Bank**

**Membership**

Any employee wishing to be eligible to receive days from the sick leave bank must donate one full day of sick leave or PTO to the sick leave bank to initiate membership. Membership will be taken only during the first five days of a contracted year. The maximum number of days in the bank will not exceed 180 days for carryover. Donated days may not be withdrawn if membership is dropped. No bank member shall be required, for purposes of maintaining status as a member in the sick leave bank, to contribute more sick leave or PTO days than other members. Members may donate up to a total of 10 PTO or sick leave days at the beginning of the year. Members may donate more than one day at other times when needed, upon agreement of BEA Executive Committee and Superintendent. An employee or his/her designee must request leave from the bank by completing this form and submitting it to the Superintendent. Valid applications for sick bank leave will be acted upon by the BEA Executive Committee and the Superintendent. A majority agreement is needed for sick bank leave approval. Sick bank leave will be acted upon as needed throughout the year. Days requested from the sick bank will be considered in chronological order.

**Guidelines and Limitations**

\_\_\_A. Any member who has used up the entire amount of their accumulated PTO and sick days may request additional days of sick leave from the bank. Members must use all sick days, PTO, vacation, and personal days before requesting from the bank.

\_\_\_B. Days may be granted for such situations as extended personal illness, serious illness of a spouse or a child, unusual need for bereavement days, or emergency situations in the family.

\_\_\_C. The sick leave bank is not intended to cover routine appointments of a non emergency nature.

\_\_\_D. A maximum of 20 days may be used for normal pregnancy and delivery. Additional days for complicating conditions from pregnancy or childbirth may be covered under guideline letter B.

\_\_\_E. Employees are limited to a maximum of 30 days per year. The Committee and Superintendent reserve the right to allow additional days under extreme or unusual circumstances.

\_\_\_F. Employees eligible for or receiving workers compensation benefits for a work-related injury will not be able to draw days from the sick bank for absences due to such injury.

\_\_\_G. An employee must incur two absences per year without pay before being entitled to use of the sick leave bank. The committee reserves the right to waive this provision under extreme or unusual circumstances.

\_\_\_I. No employee who is eligible for or receiving long term disability benefits may receive days from the sick bank.

Dates Requested \_\_\_\_\_

State your reasons for the request. You should also attach supporting documentation for the dates requested.

By signing I certify that the above statements are true and I authorize the committee to check my history of sick bank leave requests.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# BAYARD SCHOOL SONG

We're here to boost you, Bayard High, here's to you.  
The school we love the best of all.  
Our colors proudly waving never fall,  
We'll carry on and fight, fight, fight, forever more.  
And when the victory you have won again,  
We will salute your loyal men.  
We'll rally 'round your colors, Bayard High,  
And always FIGHT, FIGHT, FIGHT.



# Bayard Public Schools Pathfinders Program

2022-2023

Handbook



Dear Parents, Families, and Community Members:

Welcome to the Pathfinders Afterschool Program at Bayard Public Schools!

The Pathfinders Program is a 21st Century Learning Center located at Bayard Elementary School. In partnership with the University of Nebraska Extension Center and Morrill County 4-H the program provides a high quality after school program that supports excellence for all participants.

The Pathfinders Program provides services to students Kindergarten through sixth grade, families, and community members as they work to achieve their greatest potential. Participants have the opportunity to engage in educational programming and productive behaviors that promote well-rounded development in academic, career, leadership, and life skills. This program promotes the development of the individual and the community as a whole.

This handbook is designed to give a helpful insight into the after school program offered by the Bayard Public Schools. It includes detailed information about after school program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Pathfinders Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff welcomes suggestions and ideas that will help to make students' time at the after school program beneficial and rewarding. Parents are encouraged to share thoughts and ideas for the program with the Pathfinders staff.

Students in the Pathfinders Program are invited to strive for excellence and navigate individual paths to a successful future. Along the way, Pathfinders

students are encouraged to be cognizant of the mission, vision, and core covenants of Bayard Public Schools.

**Mission:** *The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.*

**Vision:** *Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.*

**Core Covenants:**

*Focused on the Student*

*Positive Interactions and Relationships*

*Focus On Student Potential*

*Diverse Opportunities*

*Unconditional Acceptance*

*Attitude of Excellence*

*Act With Integrity*

*Expect To Be Great*

*Accept Daily Challenges & Setbacks*

*Think "Big Picture"*

*Community*

*Support Each Other*

*Set Aside Self For Benefit Of The Group*

*Respect Everyone*

*Be A Wing, Not A Weight*

*Tiger Way!*

*Every Person, Every Day. It's a **FACT!***

## **PATHFINDERS PROGRAM HANDBOOK 2022-2023**

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the program director or the building principal.

### **APPLICATION/REGISTRATION:**

- A. Forms are available on-line, in the elementary school office and at the end of this handbook. All students are accepted into the Pathfinders Program. If there is a problem or concern with the registration, we will work with you to find a solution. Please pay close attention to the medical information and emergency contacts. **We must be able to reach a parent or parent-designated person in case of an emergency.**
- B. All paperwork must be completed before a child may attend the after school program.

### **DROP-OFF and PICK-UP PROCEDURES:**

- A. The Pathfinders Program begins when school is dismissed and ends promptly at 6:00 pm. Parents or parent-designated person may sign their student out at any time. Please arrange to pick up your child no later than 6:00 pm. If your child is not picked up, law enforcement will be called.

- B. Children should come to the designated location immediately upon dismissal from school in the Elementary Gym/Multi-Purpose Room. From time to time the Elementary Gym/Multi-Purpose Room may be used by other groups. When this occurs, the children will be directed to an alternative location in the school. Attendance will be taken promptly at 3:30 p.m by the Pathfinders Program staff.
- C. If you want your student to walk/bike home from the Pathfinders Program, please, indicate this on the enrollment form.
- D. For your child's safety NO CHILD will be released to any person other than their parent/guardian or parent-designated person. If a questionable situation arises staff may request identification for proper release of the student.
- E. The Pathfinders Program follows the school calendar and will be open on all the regular full school days. It is not open on early dismissal days, half days or vacation days.
- F. In the event we need to cancel the after school program parents will be notified in the same manner as for other school cancellations.
- G. A written, dated, and signed (by parent or legal guardian) note is needed to change parent designated pick up people or walking/biking permission.

**PAYMENT:**

- A. Bayard Public Schools and Pathfinders Program is proud to initially offer this program at no cost to our families and community members. Our program is fully funded through the Nebraska Department of Education's 21st Century Learning Centers Grant as well as through our partnership with the University of Nebraska Panhandle Research and Extension Center.

## **PROGRAM ACTIVITIES:**

- A. Each day will include unstructured outdoor play, a healthy snack, a structured activity, supervised free time and homework time. These activities will be planned according to the age, interests, and number of participants. Extended learning opportunities are offered during the after school program.

## **GOALS OF PROGRAM:**

- A. Improve student learning performance in one or more academic areas.
- B. Increase student leadership skills, social benefits and positive behavioral changes.
- C. Increase family and community engagement in supporting students' education.

## **STAFF AND PERSONNEL:**

- A. Problems should first be directed to the Pathfinders Program director. The Pathfinders Program director and staff are directly responsible for the program. If a problem persists, contact the building principal.
- B. Staff members will be required to have current CPR and First Aid training.

## **VOLUNTEERING:**

- A. We encourage all parents and community members to be involved in our program. If you are interested in volunteering or sponsoring one of our clubs please visit with the program director. All volunteers need to pick up and complete a volunteer application form in the elementary office.

## **WHAT NOT TO BRING:**

- A. Any weapons whether real or a toy will not be tolerated. Please do not send money or valuables. Any items the child brings need to be marked with his/her name.
- B. The program and/or staff will not be responsible for the damage or loss of any items.

## **RULES OF CONDUCT/STUDENT EXPECTATIONS:**

Pathfinders Program will incorporate the behavioral expectations of Bayard Elementary School's **ROARS** Program. Under the ROARS Program students are expected to engage in actions exemplifying **R**espect, **O**wnership, **A**ttitude, **R**esponsibility and **S**afety.

### **Respect**

- Take care of school property and equipment
- Respect and care for the personal property of yourself and others
- Borrow things only after receiving permission
- If you break someone's property, fix or replace it
- Cooperate with others
- Work and play without disrupting others
- Use positive words and actions
- Show courtesy towards others

### **Ownership**

- Accept responsibility and consequences for your actions
- Use an "I" message and say "I'm sorry" for your mistakes
- Participate
- Keep your school and work area clean and neat

### **Attitude**

- Use kind words and actions towards others and self
- Have a "can do" attitude
- Believe in yourself

- Its ok to let adults be in charge
- Say please and thank you
- Be helpful
- Work Together
- Be a good sport
- Use a positive greeting either verbal or silent

### **Responsibility**

- Be a good listener
- Set a good example for others
- Be on time
- Work hard and do your best
- Ask permission
- Make smart choices
- Immediately and accurately report problems

### **Safety**

- Be kind with words and actions
- Use furniture and equipment properly
- Walk in the building
- Use playground equipment properly
- Keep hands and feet to self

### **DISCIPLINE PROCEDURES:**

- A. Infraction of the above rules will result in a referral and the parent will be notified. Severe misbehavior may result in exclusion from the program and additional student discipline sanctions in accordance with Board Policy and the Student/Parent Handbook.
- B. Once 3 referrals are received, the program director will meet with the parent. The student may be suspended from the program for 1 day or more.
- C. Subsequent referrals may result in additional days of suspension. As a general guideline, a 2<sup>nd</sup> suspension will be for 3 days.

- D. After two suspensions, if continued infractions occur, students may be excluded from the program for the safety of others. A meeting will occur with the program director, parent, and building principal.

\*\*\*\* Serious infraction will result in an automatic suspension or exclusion pending meeting with the parent, program director, and the building principal.

- A. Serious infraction may include - harming another child or staff member, stealing, damaging property, using foul language, and being totally disruptive and uncontrollable in the group.

### **PROBLEM SITUATIONS:**

- A. Please let our staff know if your child is having a problem during the after school program. We will do our best to help your child get along, but we need to work together.
- B. If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

### **SUGGESTIONS:**

- A. Please be sure all outerwear is marked with the child's name.
- B. Be sure your child/ren is dressed appropriately for outdoor play.
- C. Put any transportation changes in writing.
- D. Please put into writing any information that needs to be shared with the staff.
- E. If a child is ill, the child will not be allowed in the program.

## **PATHFINDERS PROGRAM CONTACT INFORMATION:**

Bayard Elementary School  
726 4th Avenue  
P.O. Box 607  
Bayard, NE 69334

For concerns about your child and/or questions about schedules, policies, or staffing, please call the Elementary School at **308-586-1211**.

To report an absence, a change of pickup information, or a pickup delay, please call **308-586-1211**.

## **COMMUNICATION:**

Pathfinders Program maintains an open door policy. Please feel free to direct suggestions for programming, questions, or concerns related to the program to the program director at any time.

**PATHFINDERS- PARENT HANDBOOK RECEIPT  
AND REGISTRATION FORM**

I, \_\_\_\_\_, have received the Pathfinders Program Handbook for the 2022-2023 school year. This receipt acknowledges that my child and I have read and understand the contents of the handbook. By signing this receipt, my child and I agree to follow all school policies and Pathfinders program policies and rules of conduct. I understand that failure to abide by the expectations of the program may result in discipline including exclusion from the Pathfinders Program and additional discipline in accordance with the Bayard Public Schools Student/Parent Handbook.

I want my student included in any publicity that the Pathfinders Program may receive including Bayard Public School Website, social media, newspaper, and others.

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Best contact number \_\_\_\_\_ Alternate number: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contacts: \_\_\_\_\_

How will your child get home? Who can pick up your child?

Walk with \_\_\_\_\_

Ride with \_\_\_\_\_

Which days are your children attending Pathfinders Afterschool Program? (circle)

Child#1 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#2 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#3 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#4 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#5 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Comments (other information we should know):

# **Bayard Tiger Cub Preschool**

## **Parent Handbook**



**2022-2023 School Year**

# **Bayard Tiger Cub Preschool**

## **A Collaboration between Bayard Public Schools & Educational Service Unit #13 Head Start**

Bayard Tiger Cub Preschool is a partnership between Bayard Public Schools and Educational Service Unit #13 Head Start. Our aim is to provide a quality preschool experience for children in the community of Bayard.

Bayard Tiger Cub Preschool is governed by the Bayard Board of Education. The Bayard Tiger Cub Preschool follows all federal, state, and local regulations and the Head Start Performance Standards.

### **Administration**

#### **Bayard Public Schools**

Superintendent	Mr. Rodney Olson	586-1325
Elementary Principal & Preschool Director	Mrs. Candace Ehler	586-1211
Special Ed Director	TBD	586-1700
Preschool Teacher	Mrs. Shawna Reish	586-1211

### **Bayard Tiger Cub Preschool**

**726 4<sup>th</sup> Ave.**  
Bayard, NE 69334  
586-1211

#### **Monday-Friday**

Morning Session: 8:00 a.m. – 11:30 a.m.

Afternoon Session: 12:00 p.m. – 3:30 p.m.

#### **Statement of Non-Discrimination**

The Bayard Tiger Cub Preschool does not discriminate on the basis of race, color, national origin, gender, or handicap in admission or access to, or treatment, or employment of its programs or activities. The Bayard Tiger Cub Preschool complies with Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act. If you have questions or concerns about these acts, or feel that you or your child has been discriminated against, please contact an administrator listed above.

## **Letter from the Teacher**

Hello,

I would like to take this opportunity to welcome you to the Bayard Tiger Cub Preschool. I am excited to be a part of this collaboration and to be your child's teacher for the upcoming school year. I can't wait to meet each and every one of you.

I believe that learning happens best when children are actively involved and enthusiastic about what they are learning. My goal is to provide a preschool experience that will be both interesting and exciting for each child. There will be much to learn, share, and experience together. I also know that as parents you are your child's first and best teacher. You are as important to their success in education as any other part of the process. By working together, as parents and staff in our preschool, we can make this a wonderful experience for your child.

If you ever have any questions, suggestions, or concerns, please feel that you can always share them with me. I value you and your knowledge of your child and welcome any and all comments. I am looking forward to working with you and your child this year.

Sincerely,

Mrs. Shawna Reish

## **Enrollment**

Priority enrollment selection criteria that have been adopted by the Board of Education are used to make enrollment decisions for the Bayard Tiger Cub Preschool.

## **Fees**

The fees to attend Bayard Tiger Cub Preschool will be determined by the free and reduced lunch schedule.

<b>When Children Qualify for</b>	<b>The Family Pays</b>
Head Start	\$0.00*
Reduced/Free lunches	\$30.00/month*
Full Priced lunches	\$80.00/month*

\*Meals and snacks are included in the monthly fees.

A payment agreement must be signed and followed for all paying students. Any non-payment of fees will be collected under school district Policy No. 5110.

### **Pick-Up/Drop-off Points**

Please pick up and drop off preschool students at the front entrance of the building along the south side by the playground (726 4th Ave.). Parents/caregivers will need to sign in and out preschool students each day. These guidelines are established for student safety. Please use crosswalks when dropping off and picking up your child.

### **School Hours**

The first preschool session begins at 8:00 A.M. Monday – Friday and ends at 11:30 A.M. The second preschool session will begin at 12:00 P.M. and end at 3:30 P.M. We ask that students not come to school before 7:55 A.M. unless they are engaged in a special, supervised activity. We ask that your child is picked up by 3:35 P.M.

**PLAYGROUNDS ARE NOT SUPERVISED BEFORE 8:00 A.M. AND AFTER SCHOOL. PLEASE DO NOT LEAVE YOUR PRESCHOOL STUDENT UNATTENDED.**

### **Meals and Snacks**

Students in the morning preschool session will be offered breakfast and a morning snack. Students in the afternoon session of the preschool will be offered lunch and an afternoon snack.

### **Checking Your Child's Backpack**

Please check your child's backpack every night. They are excited about their work at this age and will be excited to share it with you. This is the best way for me to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

### **Parent Engagement**

The Bayard Tiger Cub Preschool is founded on the belief that a child's parents will make a lifelong impact on a child's desire to learn, view of the world, and self-esteem. Tiger Cub Preschool provides parents with a variety of opportunities for positive involvement in their child's education, including opportunities for decision-making within the program. Each parent chooses to participate in activities that fit individual needs, schedules and interests. The classroom setting is age appropriate for all enrolled children, and focuses on the individual needs of each child. Our priority is to partner with parents in order to provide the highest quality of services to children.

### **Parent Visitations**

Parents are encouraged to visit children's classrooms at any time. **PARENT VISITS WITH THE EXCEPTION OF SCHOOL PARTIES, ARE LIMITED TO 30 MINUTES PER VISIT.** If you wish to confer with a teacher, please arrange for an appointment at a time outside regular class hours. All visitors must report to the school office before going to the classroom.

### **Center Meal Policy for Volunteers**

Bayard Tiger Cub Preschool welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Each preschool class can serve meals to

an average of two volunteers per day. By notifying the teacher and adding your name to the preschool calendar for lunch, you can assist staff members in planning. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

### **Addressing Concerns**

We try hard to meet the needs of each child and family. We strive to work with parents to provide quality services to children and families. If you have a concern with our program, we need to work out a satisfactory solution. We ask that parents solve problems with the program by using the following procedure:

1. Please contact the teacher and visit with her about your questions and concerns.
2. General questions – ask your preschool teacher or family advocate.
3. Speak with the building principal
4. If you need further assistance, please contact Bayard Public Schools Superintendent.

When concerns arise, both staff and parents are better able to work together when they keep from looking at the situation with an “us against them” frame of mind. Instead of making assumptions, we all need to ask questions for more information. When learning more about our program, you will find that behind most of our decisions there are Performance Standards or licensing rules that we must follow. By viewing each other as teammates, we can positively resolve any problem that comes our way for the benefit of the program and more importantly for the benefit of the children we are all responsible for teaching.

### **Screening**

One of our first opportunities to meet parents is at the preschool screening. This screening is required for all Head Start students, but is optional for all other students. As a parent, you have valuable information to share with us about your child and your family so that we can better serve you. Your preschool teacher will visit with you about the scheduled date and the specific time for you to come. You will meet one-on-one with several people as you move from table to table. You will be asked many questions including information about your child’s health history, things that your child likes to do, activities that you would like to volunteer for, topics of interest to you for further information, and your child’s favorite foods. The time needed to complete the screening is approximately 1½ hours. If your child has a special need, health condition, or food allergy, please let your preschool teacher know immediately and then share the information at the screening as well. We really appreciate your time

and patience in helping us gather important and required information. We'll see you there!

**\*\* If your child is enrolled AFTER the set screening dates have passed, you MUST complete orientation and screening paperwork BEFORE your child can begin attending classes.**

### **Home Visits**

Home visits are a requirement for the Bayard Tiger Cub Preschool. Tips for successful home visits are as follows:

Notify your teacher, Family Advocate or other visiting staff member of changes or cancellations of visits. If you are unable to keep a scheduled visit due to an emergency, please contact the expected staff member to cancel the visit. If you do not have a phone available, please leave a note on your door letting that person know your plan for contacting her/him, or note an alternative time when you will be available to meet.

Please notify your visiting staff member of any upcoming changes in your address or phone number.

Consider scheduling appointments for the same time of the day and same day of the week, making appointments easier to remember.

Home visits can take place in an alternate location.

By working together we can make home visits a learning experience that is beneficial to your family and to staff.

### **Family Gatherings**

Parents of children enrolled in the Bayard Tiger Cub Preschool will have many opportunities during the year to get to know each other and to learn together. These activity-based gatherings include a snack, parent-child activities, leadership opportunities, potential outings, and/or craft projects. Input from parents about their interests will make these gatherings informative and fun.

- 1) Tiger Cub Preschool will provide opportunities for parents to attend four family gatherings during the year.
  - a) Preschool will use the Winter Celebration theme if parents wish a special event during the month of December.
  - b) Family Gatherings are to include a business meeting (usually no more than a 15-minute meeting is needed for business). Included in the Family Gathering will be a parent-child activity for you to enjoy as a family.
  - c) Families are encouraged to attend all Family Gatherings scheduled by their preschool Parent Group. Events are to include both parents and their children. A snack will be provided during your time together. This is your opportunity to

network with staff and parents. Please make the most of these opportunities.  
d) Child care will be provided at all family gatherings.

- 2) The Bayard Tiger Cub Preschool will elect the following officers for their parent group:
  - a) Parent Group Chairperson
  - b) Parent Group Vice-Chairperson
  - c) Parent Group Secretary and Treasurer (may be two different offices)
  - d) Policy Council Representative
- 3) Policy Council Representatives are to be elected by October 15, so that they can receive training later that month. An alternative training may be offered in November for those unable to attend the October training depending on the need. The training is open to Parent Group Officers as well.

The responsibilities of each of the elected positions will be explained prior to elections.

### **Policy Council**

Policy Council is a decision-making board that is similar to a school board. Members participate in budget planning, program planning, problem solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place; a foundation of the program that supports parent involvement in the decision making process.

1. Bayard Tiger Cub Preschool will be represented on Policy Council.
2. Our representative will attend monthly Policy Council meetings. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Tiger Cub Preschool representative will report back at family gatherings about the Policy Council.

### **Volunteering**

There are many opportunities for you to volunteer in the program, both in and out of the classroom, and during a variety of time frames. Volunteering is a great way to support the Bayard Tiger Cub Preschool program, and enhance your own learning and skills. Some ways parents can volunteer are to serve as an officer of the parent group, become a policy council representative, help in the classroom, assist with fieldtrips or special events, prepare classroom materials, and help with classroom repairs or maintenance. Visit with the teacher or other staff members if you have a special interest or would like to help.

 Families are encouraged to provide volunteer service in or for the preschool at least once a month. Our goal is to have two parents volunteering in or outside of the classroom every day. Volunteering is not a requirement of your child's enrollment, but it is very beneficial to your child and yourself.

 While in the preschool classroom, a volunteer can participate in classroom

activities, observe children's interactions with others or assist with decorating bulletin boards or other tasks as needed by the teacher.

-  Volunteering for tasks outside of the preschool time is just as important and counts in the same way as volunteering during classroom time. If your schedule does not allow for much time during the day, please visit with the teacher for some ideas for volunteer service during other time frames.
-  Each time you volunteer, please sign the Volunteer Sheet provide by your classroom teacher. Remember to keep track of your volunteer hours at home and submit those as well. Recognition of volunteers is given throughout the year in a variety of ways for volunteer services.
-  Sign the classroom calendar to volunteer to help in the classroom, assist with field trips, assist with office work, etc.
-  Each classroom will be working on Community Projects during the year. If you enjoy leadership roles, please consider assisting with community projects. Leadership is also involved when serving as a Parent Group Officer or as a Policy Council Representative.
-  Let your opinion be known! As a Policy Council representative from your preschool you can speak for the parents and impact program operations.

Our preschool staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often!

## **EDUCATION**

Bayard Tiger Cub Preschool uses the Creative Curriculum along with the Teaching Strategies Gold Assessment. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

### **The objectives for children and/or parents in our program are:**

- To develop a positive self-image.
- To learn how to get along with children of their own age.
- To shift gradually from a family circle to a wider school circle.
- To have a wide range of experiences.
- To become a secure and independent person.
- To take responsibility for their own well-being
- To respect and care for our classroom
- To communicate his/her ideas to both adults and other children using words and expanded sentences
- To develop and coordinate large and small muscles.
- To apply knowledge or experiences to new situations

- To express themselves in a variety of creative areas including art, dramatic, music & literature.
- To develop visual perception and auditory discrimination skills
- To enjoy and value reading
- To demonstrate knowledge of the alphabet
- To understand the purpose of writing
- To be excited about learning
- TO HAVE FUN AND MUCH, MUCH MORE!!!!

**Bayard Tiger Cub Preschool provides the following educational services to all families:**

- All families will be offered home visits throughout the year.
- All families will have the opportunity to attend 2 parent/teacher conferences a year.
- The Ages and Stages Screening Tool is administered to all children after entering the program
- An individual ongoing assessment for each child will be used

Although home visits and parent/teacher conferences are set up for parent and teacher communication, feel free to contact the teacher as needed.

**7 Ways Parents Can Help in Their Child's Educational Experience**

1. Volunteer in the classroom or with special projects
2. Give input into curriculum and lesson plans.
3. Share your culture and family traditions.
4. Help with activities such as field trips, celebrations and special events.
5. TALK with your child about his/her experiences at preschool
6. Read to your child at least 15 minutes daily
7. Make sure that your child gets enough sleep and is physically ready to learn.

**Celebration Policy**

The Bayard Tiger Cub Preschool program believes that all families are unique and that their beliefs and culture should be respected. Keeping this in mind, the program has developed a policy for staff to use when working with children and families.

Guidelines:

1. Each parent will complete a parent questionnaire on what their beliefs are in regards to holidays/celebrations and how they would like them to be celebrated.
2. All families' cultural and religious beliefs will be respected.  
(All early childhood programs that receive public funding and/or are affiliated with any public organizations must comply with the First Amendment of the

Constitution of the United States, which guarantees the separation of church and state.)

3. All activities will be developmentally as well as age appropriate.
4. Activities will be based on children's interests.
5. All children will be able to participate in any activity that takes place in our program. Children will always be accepted.
6. Foods and snacks served will follow Performance Standard guidelines which state: all federal, state and local food sanitation and safety laws must be followed; foods are purchased only from licensed vendors and foods and beverages are high in nutrition and low in sugar, salt and fat.

### **Biting Policy**

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of the ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.

A written incident report is given to the parents of all children involved when they are picked up that day.

The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior. Staff will complete the "biting information form" and send to the Behavioral Health Coordinator. This information is used to look for a pattern and develop a prevention plan.

We work with each biting child on resolving conflict or frustration in an appropriate manner.

We try to adapt the environment and work with parents to reduce any child stress.

We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families.

### **Health Policies**

When a student has a disease, illness or health condition, the chart below may be followed to determine when he/she may return to school:

Fever – temperature has been below 100 degrees for at least 24 hours

Vomiting/Diarrhea – last episode more than 24 hours previous to return, and student is eating normally

Chicken Pox – when all scabs have dried up or disappeared

Pink Eye – 24 hours after antibiotic started, and no more drainage

Impetigo – 24 hours after antibiotic started, and sores are decreasing in size

Ringworm – must remain out of school until under treatment

Head lice – after the hair is treated for lice, all nits (lice eggs) removed, and first cleaning completed. Students who have had lice will be checked for a minimum of 14 days after the first treatment.

If a student is absent due to illness or injury for more than five (5) consecutive days, a note from a physician stating the student's fitness to return to school is required.

If your child is ill, please keep them home.

### **Procedure in case of an accident or illness**

1. The parents/guardians will be notified if the student needs to go home and/or a health care provider needs to be consulted. It is expected that the student will be picked up as quickly as possible.
2. Students needing to go home will be cared for and made as comfortable as possible until someone arrives to pick them up.
3. If necessary and circumstances warrant, the student will be taken to the hospital via the rescue squad. Attempts will be made to contact a parent/guardian prior to the student being transported.

Each family must complete an emergency card for office use to inform the school of how and who to contact in case of an emergency. **Parents/guardians are expected to update emergency cards annually and when changes occur.**

Students should not be sent to school and will be sent home if any of the following conditions exist.

1. Student has a temperature of 100 degrees or more.
2. Student is experiencing vomiting, severe headache or cough etc.
3. Student has a suspicious contagion, rash or discharge.

No student will be sent home until a parent, guardian, or responsible adult has been contacted.

### **Medications**

Most medications, including those prescribed three times daily, are most safely and easily given at home. For those few students requiring medications during school hours, the physician and parent must complete the Bayard School Medication Permission Form. Medications will be given as ordered by the physician. Only FDA approved medications will be administered. Medication Permission Forms expire at the end of each school year or sooner, depending on the physician's order.

Medications must be in a pharmacy container labeled with the name of the student, medication, dose and frequency ordered, and the physician's name. When requested, most pharmacies will provide a second labeled bottle of medication to take to the school if needed.

The school can make no changes in the amount of medicine given or when the medicine is given, without a written order from the physician.

## **FAMILY SERVICES**

### **Family Advocate Services**

The Bayard Tiger Cub Preschool has been assigned a family advocate to work with Head Start families, or any that would like this service. Advocates are an additional resource for families and can be of assistance during times of family crisis. They will support you in setting and reaching family goals, will serve as a source of information on a wide variety of topics and can assist you in finding needed resources for your family. Family advocates generally visit with families at least three times per program year, but are available for additional home visits on an as needed basis. They can accompany you to other agencies as you seek resources. Advocates may provide transportation if the transportation is required to meet immediate basic needs including health needs. Your family advocate can be reached through your teacher.

### **Family Development Profile/Matrix**

The purpose of the Family Development Profile/Matrix is to identify your family's strengths in a variety of areas as well as any needs that you may have. The Family Development Profile is used to assist families in setting goals and is completed in partnership with a family advocate. Families are able to use these tools for goal planning. Family and/or individual goals will be the focus, and family advocates will follow up throughout the year to encourage and support you in obtaining your goals.

### **Attendance Policy**

During childhood, children are learning a number of skills that will serve them for a lifetime. By having your child in the classroom as consistently as possible you are teaching the value of learning, and are increasing the chance of your child's success in school. Please contact the classroom teacher if your child is going to be absent. Also, notify the teacher if the child is going to be absent for extensive circumstances (like a death in the family).

As a federally funded program, we are required to track attendance, and therefore must have an attendance policy. Attendance concerns will be addressed with the following steps

**Unexcused absences** are defined in the following ways: 1) No contact from parent regarding child's absence, 2) Parent indicated that the child "did not want to come to school today" 3) Child is brought to the center early or picked up late.

1. Phone contact by the teacher is required following the first unexcused absence.
2. A home visit by the family advocate is required following the third unexcused absence to understand the reason for the absences and to discuss the attendance policy if needed.
3. Chronic absenteeism will also be cause for a referral to the family advocate for

- a home visit to initiate appropriate family support procedures, partnering with the family to resolve barriers that interfere with a child's attendance.
4. Continued absenteeism will result in a referral made to the Data Manager. This is to notify the family by phone or letter to insure that the family is still interested in continued enrollment in the Bayard Tiger Cub Preschool program and establish ways that the program can be supportive of the child's attendance. If there are barriers causing attendance concerns, the family advocate will follow up with the family to work together to resolve the concerns. An attendance plan and/or team meeting may be required.
  5. If staff is unable to contact the family by phone, and the family does not respond to our letter by the deadline, or chronic absenteeism persists, the management team will meet to discuss the situation and try to resolve barriers before deciding to drop the child. If a plan is developed or a team meeting is held and the parents do not adhere to the guidelines set, we assume that the family is no longer interested in participating in the program and the child's name will be removed from active enrollment.
  6. Those parents expressing interested in having their child participate in the program after the deadline will be required to have a written plan in place addressing the attendance concern. Once a child's name is removed from enrollment, the next child on the waiting list will be enrolled in his/her place. There is no guarantee that the program will have another available opening at the time that the request is made.
  7. If a pattern of chronic absences are reported that are not consecutive days missed, the same steps will be followed with the family.

**\*Please advise the teacher and/or Data Manager of extenuating circumstances, such as a death in the family.**

### **School Closing Information**

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your student's file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KDUH TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

### **Inclement Weather**

During inclement weather, outside play times may be reduced or eliminated. If the wind chill factor is below 15 degrees or the temperature is 15 degrees or lower, there will be no outside play time. Otherwise, children are expected to go outside during playtimes. If your child is to stay in during outside playtimes for health reasons, a note from a Doctor must be sent to school. If it is a “one time” occasion, a note from the parent is sufficient.

### **Emergency Number**

It is important that we have an emergency phone number, other than your home phone number, on file with the teacher for your child. This emergency number should be a local number. Please make sure this number is kept up to date.

### **Emergency Drills**

Fire drills are held once a month during the school year, and tornado drills are held once in the fall and once in the spring.

Nebraska school laws require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly, quietly, and in a safe organized manner. Schools also engage in lock-down, state-wide tornado, and evacuation drills (bomb threats and other emergencies) during the school year. The evacuation drills could involve evacuation of students to the school’s designated alternate site. Please call your building principal if you have questions about drills conducted at your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

### **Emergency Procedures**

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as a broken gas or water main, a fire, or toxic spill), elementary students will be cared for in accordance with the school district’s emergency procedures.

We ask that you follow the procedure below if you hear of any school emergency:

- 1. Turn on the radio or television. We will keep the media informed of any emergency.**
- 2. Please do not telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.**
- 3. Please do not come to the school unless required to pick up your child. Any**

emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

### **In Kind**

Every year Bayard Tiger Cub Preschool receives grant money from the Federal Government through a partnership with Head Start. Twenty-five percent of what we receive must be matched with in-kind or donations from parents and other community people. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Attending family gatherings
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind.

### **Reporting Child Abuse / Neglect**

The Bayard Tiger Cub Preschool's procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect staff members are to follow the procedure by reporting to the Child Abuse Hotline at 1-800-652-1999. Our primary concern is the safety of children, and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. If you have questions about child abuse reporting, you are welcome to speak to the teacher or other administrator. The Bayard Tiger Cub Preschool can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. Any person who has reasonable cause to believe that a child is being subjected to conditions which would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.
2. Any person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely on the basis of having made a child abuse report.

**If you know of a child that is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Department of Health and Human Services Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children.**

### **Student Records**

Records are maintained on all students. The records for your child are open for your review at any time. The records include the student's academic and testing record. An appointment to review the records should be made in advance so the teacher will be available to answer any questions.

### **Confidentiality**

Families have the right to protection of personal information. Bayard Tiger Cub Preschool operates under the following principles:

1. Parents should be the primary source of information about themselves, and Information sought from them should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their own children.
3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services, or assess the effectiveness of the services that are being offered.
4. \*Information is not to be released to anyone outside the program without Written consent from the family.
5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.
6. Information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to insure confidentiality at each site.

\*Exceptions to the above include child abuse/neglect reporting, and persons at risk of harming self or others.

Please note that **confidentiality also applies to you.** While volunteering in the center, you may hear or see something regarding the child of another family. If you

have specific concerns, please address them appropriately with staff. Respect the rights of families served in our program and do not discuss information with others.

## **Health Services**

### **Dental Health Examinations:**

Every child must have a complete oral exam during his/her first 90 days of enrollment in the program. This exam should be completed by a dentist. **The Bayard Tiger Cub Preschool would like the oral exam to be completed prior to enrollment in the program.**

### **Well-Child Examinations (Physical Exam):**

Every child shall be up to date on his/her well-child examinations within 30 days of the start of the program. Please notify the teacher if you need assistance in finding a health care provider in the area you would like your child to see. **The Bayard Tiger Cub Preschool would like the physical exam to be completed prior to enrollment in the program.**

### **Immunizations:**

Every child is required to be up-to-date on his/her immunization series. If your child is not up-to-date on immunizations, within 30 days of enrollment, he/she will not be able to attend the center unless the immunizations are in the process of being updated. **Bayard Tiger Cub Preschool requires that a copy of the immunization record be submitted prior to enrollment in the program.** If you need assistance in scheduling immunizations for your child please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices please notify the teacher to complete all necessary paperwork.

### **Vision Screening:**

Every child will complete a visual acuity screening within 45 days of the start of the program. A nurse will be conducting this screening. Your child may be referred to a local eye doctor of your choice for follow-up treatment depending on the results of the completed screening.

### **Growth Assessments:**

Every child will complete a height and weight measurement within 45 days of the start of the program and periodically throughout his/her enrollment. A nurse will be conducting this screening. This information will help us monitor your child's growth pattern throughout his/her participation in the program.

**Lead Testing:** Any child can be poisoned by lead with no symptoms at all until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now.

## **Behavioral Health**

- Behavioral Health or social-emotional development refers to how children get along with others and how they learn to express their emotions in healthy ways.
- A behavioral health professional (Licensed Mental Health Practitioner) is available to provide direct and indirect services to families:
  - Direct services are provided by observing children in classrooms, (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
  - Indirect services are provided by consulting with staff and then staff provides information to parents.
- The behavioral screening, or Social-Emotional Questionnaire, is completed within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior, or social-emotional development.
- Staff and classroom volunteers are expected to follow the Behavior Guidance Policy, which promotes positive behavior support. Please let your teacher know if you would like a copy of the policy for your reference.
- When parents are concerned about their child's behavior, contact the teacher or family advocate. The staff will contact the Behavior Health Coordinator, as needed, for consultation and/or to meet with parent and staff.
- A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff and the Behavior Health Coordinator to make a behavior plan. The Family Advocates and the Behavior Health Coordinator will work with parents who request mental health services.

## **Disabilities**

- The Ages & Stages Questionnaire will be completed within 45 calendar days of enrollment to screen the child's development in the areas of Communication, Gross Motor, Fine Motor, Problem-Solving and Personal-Social.
- Speech and hearing screenings will be done within 45 calendar days of enrollment.
- Parents will be notified of screening results.
- If developmental concerns exist, staff will contact the parents. Parental permission must be given before a child is referred for further testing by the school district.
- After an evaluation, a meeting called the Multi-Disciplinary Team (MDT) meeting is held to go over the evaluation with the parents.
- During the MDT meeting, if it is determined that the child needs special services, another meeting is held called the Individual Education Program (IEP). This meeting will include the parents and the team will develop a plan in which goals and objectives are established for the child.

- Disabilities Service Plans, which provide strategies for meeting the special needs of children with disabilities and their parents, is updated annually.

### **Child Find**

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten age.

If you live within the Bayard School District and have, or know of a child who may have a disability, contact the Special Services Director at 586-1700 (high school) or 586-1211 (elementary)

### **Nutrition**

Our preschool program receives federal cash assistance to serve healthy meals to your children.

- The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans* that say that the foods must be high in nutrients and low in fat, sugar and salt. Menus at parent activities will follow the same guidelines.
- Foods served to the children must be commercially prepared or inspected. The only foods which may be donated to the program are raw fruits and vegetables, and prepared foods. This is to assure the health and safety of children and staff in the center.
- Diet prescription for food allergies, milk intolerance or other special diets is required to be submitted before the child attends preschool. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The diet prescription **should include** the diagnosis and symptoms, along with suggested acceptable foods. The parents are encouraged to work closely with the staff to find acceptable substitutes for problem foods.
- Food experiences are used throughout the year to introduce new foods to the children, along with familiar foods served in a different way. Through cooking,

- children learn many concepts, including science, math, language, and social and motor skills. Good nutrition is discussed using the food pyramid.
- Effective dental hygiene is practiced after meals at the preschool.
  - Physical activity is encouraged each day.
  - Parents will be provided through parent meetings, community meetings and newsletters various nutritional information for the family.
  - A Registered Dietitian is available to the program for consultation.

### **Asbestos**

The Institute for Environmental Assessment was requested by the Bayard Public Schools to review and prepare an asbestos management plan, identifying the presence of asbestos within District school buildings. After reviewing the characteristics of District buildings, a management plan was prepared for each building, a copy of which is maintained at the administrative office for each major building, describing the asbestos plan and the intended response. Under the present management plan, the asbestos should not present a detectable risk to any building occupant. The District conducts periodic surveillance to provide a continuous assessment of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the District's administration.

### **Fire and Tornado Drills**

Fire drills are required each month. The purpose of the drills are to help children evacuate the building orderly and safely under all circumstances. Tornado drills are practiced two times during the year. All of the drill procedures are reviewed with the students during the school year.

### **Discipline: Definitions and Procedures**

State law gives the administrations and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including but not limited to: counseling, parent conferences, and/or requirements that a student remain in school before or after regular hours to do additional work.

The teachers, aides, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school building, on the school grounds, and at school activities. Staff members who supervise students in the classroom, cafeteria, and the playground will work to reward positive behavior when students exhibit it.

When students exhibit inappropriate behavior the families will be consulted and

worked with in order to ensure safety for all children.

Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry directly into his/her school behavior. Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

Disciplinary action may be taken in accordance with the Bayard Public Schools Student/Parent Handbook procedures and Board Policy.

### **No Child Left Behind Act of 2001**

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bayard Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria For the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher.
4. Information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; and
5. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Bayard Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the NCLB Act of 2001.

## Enrollment Priority Criteria for Bayard Preschool

Child Name \_\_\_\_\_ DOB \_\_\_\_\_

Students who are enrolled in the Bayard Public Schools Preschool at the age of 3 will be accepted as 4 year olds as long as they continue to meet enrollment eligibility criteria and have provided an updated application form for the second year of attendance. These continuously enrolled students will be admitted prior to enrolling additional preschool students.

<b>Age</b>	<b>Points</b>	<b>Points Given</b>
4 before July 31 <sup>st</sup>	10	
3 before July 31 <sup>st</sup>	3	_____

<b>Special Factors</b>	<b>Points</b>	<b>Points Given</b>
District Resident with Identified Disability	2	
English non-primary language in home	1	
Parent is a student attending Bayard Schools	1	
Documented low birth weight	1	_____

<b>Residency</b>	<b>Points</b>	<b>Points Given</b>
District Resident	10	
Non-Resident Sibling(s) Attends Bayard Public School	3	
Non-Resident Child Attends Daycare in District	3	_____

<b>Other Factors</b>	<b>Points</b>	<b>Points Given</b>
Parent/ Legal Guardian District Employee	7	_____

**All applications must be complete and have all supporting documentation in order to be considered for acceptance into the program. After all points have been totaled in the event that two applications have the same total points the final determining factor of who shall be accepted first will be determined by the date the completed application was received. If an application is not complete when it is received it will not be dated until all necessary information has been received.**

# Safe Walking

## Protecting Young Pedestrians

**Safe ride  
news fact  
sheet  
Page 1**



### Why children are in danger from traffic

#### Research Shows:

- Children pay attention to only one thing at time. When playing they may forget about traffic.
- They often act without thinking.
- Children do not understand the danger of moving car. They cannot judge the speed of a vehicle coming toward them.
- When they see a car, they think that the driver sees them and can stop for them.
- They cannot judge where a sound is coming from.
- Because children are small, it is hard for drivers to see them.

Children can learn the steps of safe street crossing. However, they may not do what drivers expect when playing or in a confusing traffic situation.

**See the back for tips on child safety for specific ages**

When a car hits a child, the result is deadly!

Most children are hit by vehicles near their home during afternoon.

A driveway, parking lot, or school bus stops can be dangerous.

Parents often think young children can cross streets themselves

Before they are really ready.

### Steps you can take to protect your children

Find safe play areas away from streets, driveways, or parking areas. Children need active outdoor play, but they are in danger near traffic. They may run into the street without warning.

Make sure an adult or teenager is with children under age 9 or 10 around traffic. Children may know how to be careful but they can easily forget (see left column). Do not expect children under age 11 or 12 to watch younger ones near streets.

Say “no” when younger children beg to go places without an adult. Find safer ways to let them feel independent.

Teach your children to cross streets safely (see back). Show them that you cross streets safely too. They learn from watching you.

Decide when your older child (over age 9 or 10) is responsible enough to walk to places without an adult. Check out the routes to school, park, library, and friends’ houses. Make sure there are no serious hazards. (Use the Walk-able America Checklist—see Resources.)

Dress children in bright colors so drivers can see them easily.

Slow down when you are driving. Be cautious on neighborhood streets or near schools and playgrounds. Even a 5-mph lower speed can mean much less severe injury if a child is hit. Support citizen efforts to slow traffic on Local Streets.



Make Every Ride a safe ride



Always hold hands while crossing street

**Danger for toddlers (1 to 3 years)**

Being hit by a backing vehicle while playing in a driveway.  
Wandering into the street while walking or playing.

**Parent action for toddlers**

Check behind your vehicle before you get into it,  
Be sure that there are no children behind it.  
Find fenced places where children can play safely.  
Keep them away from streets, driveways, or alleys.

**Always hold hands with your child while walking and crossing**

**Danger for preschoolers (3-5 years)**

Running suddenly into the road,  
alley or parking lot while playing.

**Parent Action for Preschoolers**

Find safe play areas for children, like a  
park or schoolyard. Keep close watch on  
your children while they play!

**Hold hands while walking and crossing.**

**Dangers for early elementary children (ages 5-8)**

Dashing into the street while playing or walking with friends.  
Being expected to cross streets alone before they are able to do so  
safely. Even walking to and from school can be risky at this age.

**Parent action for early elementary children**

Practice Safe Street crossing together, and set a good example  
If your child walks to school, make sure she goes with an adult  
or older child. If she walks with an older child (4<sup>th</sup> grade and older),  
check to make sure the older child is in control.

If your child takes a school bus, make sure an adult is at the school  
bus stop with him. A child could be hit by his own bus or a passing  
vehicle. Make sure they stay away from the street until the bus stops.  
If they must cross the street when leaving, make sure they follow the  
driver's directions. They should cross in front of the bus. Teach them  
to look for cars that pass illegally.

**Danger for older elementary children (ages 9-12)**

Taking risks while crossing as they gain more independence.  
Dealing with confusing traffic situations, such as busy streets.

**Parent action for older elementary children**

Make sure your child can judge where and when to cross safely.  
Make sure they know how to use traffic signals. Teach them to  
look over their shoulders for turning traffic at corners.

**Encourage children to take part in a school traffic patrol.**

**Steps of Safe Street Crossing**

Practice with your child  
whenever you cross together.

1. Stop at the edge of the street.
2. If you are near a corner, go to the corner to cross.
3. If there are parked cars or your view is blocked, move to where you can see and where drivers can see you.
4. Look left-right-left to make sure no traffic is coming. If at a corner, also look over your shoulder for turning traffic.
5. If a driver seems to be slowing down, look into his eyes. Make sure he sees you and stop before you cross.
6. Walk-don't run- across when no traffic is coming, Looking left and right as you go.

\*Children under 9 or 10 should always cross with an adult or responsible older child.

**Resources**

Walk-able America Checklist, available from National Highway Traffic Safety Administration, Traffic Safety [www.nhtsa.dot.gov/people/injury/pedbimot](http://www.nhtsa.dot.gov/people/injury/pedbimot)

Pedestrian/bicycle Information Center, 919-843-4422 or [www.walkinginfo.org](http://www.walkinginfo.org)

Annual Walk to School Day, Partnership for a walk-able America, 919-962-7419 or [www.walktoschool-usa.org](http://www.walktoschool-usa.org)

Keep kids alive—Drive 25 Campaign, 402-334-1391 or [www.keepkidsalive.com](http://www.keepkidsalive.com)

# **RESOURCE GUIDE**

Western Nebraska Resource Guide

<https://panhandlepartnership.com/directory/>

Bayard Tiger Cub Preschool  
ESU#13 Child Development Programs  
**Parent Handbook**  
*Acknowledgement & Agreement*

**Signing this Acknowledgement & Agreement will confirm two very important responsibilities that you take on as a Parent & Parents or Guardians.**

*First:* you acknowledge that you received your copy of the Parent Handbook.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

*Second:* you agree to follow the guidelines and policy out-lined in this Parent Handbook.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

## POLICY NO. 5082 - STUDENT LUNCH

In compliance with Federal regulations to serve lunches free of charge or at reduced price to all children who are determined to be in need of them, the Board of Education of the Bayard Public Schools hereby adopts the following set of policies to regulate the program:

1. Criteria used for consideration will include economic need as reflected by family income, including welfare payments, family size, and other family needs. All children will be provided meals if they wish to participate and have funds available to purchase a meal each day.
2. The income scale prepared by the Office of Economic Opportunity shall be used as the guideline for determining if a family shall be eligible.
3. All appeals from decision by the determination officer shall be reviewed by the Superintendent of Schools.
4. Collections of payment shall be handled by school office personnel.
5. Knowledge of names of recipients of free or partial payment meals shall be held in strict confidence.
6. A letter explaining and announcing the policies of this statement shall be sent to all patrons of the school district at the beginning of each school year.
7. A statement announcing the policies will be published in the local newspaper at the beginning of each school year.
8. It is the policy of the Bayard Public Schools that if a family has insufficient funds in the student's lunch account, the student will not be allowed to charge a meal from the school until the student's account has a positive balance. Notice will be given to students when they have a low balance. The program is designed that meals be paid for in advance so that situations like this do not occur. It is not the desire of the school district to keep any child from a meal; nonetheless, it is the responsibility of the parent to provide the financial means for their children.

9. Refunds will be issued to graduating seniors with no siblings enrolled at Bayard Public Schools and families ceasing enrollment in the school district. Funds remaining in family accounts at the end of the year will be carried over to the following term.

Adopted: 8-17-76

Revised: 8-12-85; 7-12-10; 6-13-16

Reviewed: 6-14-10, 7-13-20

## POLICY NO. 5083 - RESPONSIBILITY FOR DISCIPLINE

Discipline is the responsibility of the teachers and administration.

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which the teachers feel unable to cope with, will be referred to the Principal and/or the Superintendent. If the student becomes such a discipline problem that the normal instruction in the classroom is disturbed the principal has the power to suspend the student for a period up to five (5) days subject to a conference with the parents. Exclusion from class for a brief time may be necessary in order to provide time for the Teacher and Principal and/or Superintendent to confer with the parents in regard to a solution to the problem.

Responsibility for discipline may also be designated to other school employees, volunteer sponsors or other deemed necessary by the school administrators. (Examples: teacher aides, bus drivers and trip sponsors)

Adopted: 8-17-76

Revised: 1-14-80; 10-10-88

Reviewed: 6-14-10, 3-9-20, 7-13-20

## POLICY NO. 5084 - VEHICLES ON SCHOOL PROPERTY

Pupils driving cars to school are required to park them in the designated area upon arrival at school.

The school assumes no liability for pupils driving motor vehicles.

It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal.

The Board adopts the following rules regarding parking and driving on School District property.

### **Parking**

1. The Superintendent may designate certain areas of the parking lots as staff only parking. Any areas designated as staff only parking may not be used by students or visitors.
2. Only one vehicle may be parked in a parking stall. Vehicles must be parked in a stall front-end first.
3. Administration may request that any vehicle parked in violation of this policy be towed at the vehicle owner's expense.
4. Students shall have no expectation of privacy regarding vehicles they bring on to School District property. School personnel may search the contents of any vehicle driven or parked on School District property by a student.

### **Driving/Vehicles**

1. All vehicles on School District property must be licensed, registered, and insured according to law. The Administration may report to law enforcement any vehicle suspected to be unlicensed, unregistered or uninsured according to law.
2. Anyone operating a vehicle on School District property must hold the requisite license to operate such vehicle and be covered by insurance as required by law. The Administration may report to law enforcement any suspected violations.
3. No ATVs, UTVs, golf carts, dirt bikes, or similar vehicles may be operated on School District property, unless they meet all of the requirements in item 1 above except by school employees in the course of their employment or as specifically authorized in advance by the Superintendent.

4. Operating a vehicle beyond the established parking lots and driveways of the school is prohibited.
5. Operating a vehicle in an unsafe or reckless manner is prohibited.
6. Anyone operating a vehicle on School District property shall follow all general traffic and driving laws and regulations.
7. Vehicles driven or parked on School District property shall not display images or messages that contain profanity, that are sexual in nature, or that are obscene, vulgar, or offensive. This shall include, but not be limited to decals, bumper stickers, flags, accessories, and license plates.

Any student, staff member, or patron who repeatedly violates this policy may lose his or her right to drive and/or park on School District property. Any student or staff member who violates this policy may be disciplined in the discretion of the Superintendent.

Adopted: 8-17-76

Revised: 1-14-80; 7-13-81

Reviewed: 6-14-10, 3-8-21

## POLICY NO. 5085 - RESPONSIBILITY FOR SCHOOL PROPERTY

All property for use of the pupils, including books, desks, furniture and equipment of all kinds and buildings, shall be used and handled with reasonable care. Any pupils who intentionally, willfully, or maliciously loses, damages, defaces, or destroys property of the school shall pay the cost of replacement or repair of such property. All teachers and employees shall at once report any such loss, damage, destruction, or defacement of school property to the Principal and/or Superintendent, who shall investigate the matter and require any pupil, or pupils, responsible to make payment. A deposit may be required from the student prior to using school equipment or materials. If equipment or materials are not returned in good condition the student will forfeit their deposit and pay the additional cost required to replace the item.

Adopted: 8-17-76

Revised: 8-12-85

Reviewed: 6-14-10, 7-13-20

## POLICY NO. 5086 - TOBACCO, ALCOHOLIC BEVERAGES, DRUG AND CONTROLLED SUBSTANCES

Any Bayard School student engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, drug paraphernalia, controlled substance, inhalant or being under the influence of any of the above; will be subject to the following disciplinary actions, providing the incident has been reported in one of the following ways:

1. ADMISSION by the participant involved.
2. WRITTEN STATEMENT of the violation from a school employee.
3. WRITTEN STATEMENT of the violation from a parent/guardian of the participant.
4. CHARGED WITH OR CITED by law enforcement personnel or accepting a diversion program in lieu of charges being filed.

**Note:** The term “under the influence” for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, “possession” of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in “possession” of the items as well).

The following disciplinary actions for violations occurring while not on school property are based on self-reporting. The student must self-report any violations/possible violations within a 48-hour period from the time of violation to the administration, athletic director, or coach. If a student fails to self-report such violation and it is later learned that the violation took place, the discipline for the action will be doubled.

***Violations occurring while not on school property*** – Violations not occurring on school property will result in the following discipline. The student shall not be allowed to participate in, but must still attend practice for the activity with the team or group, or attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents or students expense).

The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program. Suspensions for violations occurring during the summer shall commence with the beginning of the next school year.

***Violations occurring while on school property*** - Violations occurring on school property or while attending or participating in school related activities will result in the student being suspended from school for five (5) school days. After the suspension, the student shall not be allowed to participate in, but must still practice for the activity with the team or group, or attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents or students expense). The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program.

If the disciplinary actions from any violation of this policy, are not completed during the current school term the following will apply. The number of days that remain to complete the suspension from activities will be completed during the next school term. The 8 hours of professional alcohol and or drug education must also be completed before the student can begin participation in the activities program the following year. Forfeiture of the right to hold honorary positions will not be carried forward to the next school term. In the case of violations occurring on school property, days suspended from school will not carry forward to the next school year.

A second violation of these rules and regulations during any one year period, whether occurring on or off school property, will result in the student being ineligible to compete in or participate in or attend any extracurricular activity for the remainder of the school year.

Any student who is suspended under this policy will forfeit their right to hold any of the following honorary positions during the year in which the suspension occurred. This includes: homecoming king or queen, winter royalty king or queen, prom king or queen, Citizenship Award, Book of Knowledge, Class Yoke, School Spirit Award, Athletic Letter Award, current standing in the National Honor Society, prom server, class officer, student council officer, and nomination for any post season athletic awards including all conference, all district, all regional, and all state.

Any transfer student, who is under suspension at their previous school for alcohol and/or drug policy violations, may be required to complete their period of suspension prior to becoming eligible at Bayard Public Schools at the discretion of the superintendent.

Notice of the suspension hereunder shall be given to the student and the student's parents and the student and his or her parent shall have an opportunity to present his or her version, however, the suspension shall take effect upon the delivery of the notice of suspension to the

student.

This policy is in effect 12 months of the year, including both the school term and the summer months. The 12 months is in effect beginning with the date of the first violation. These consequences will carry over from one school year to the next.

Adopted 8-17-76

Revised: 8-14-78; 1-14-80; 7-13-81; 2-10-97; 8-11-97; 8-14-00; 8-11-03, 5-09-05, 6-11-07  
7-11-11, 10-08-12

Reviewed: 6-14-10, 7-13-20

## POLICY NO. 5087 - CHARGED WITH OR CONVICTED OF A CRIME

Any student charged with or convicted of a violation of the law may be suspended from all extra curricular activities. This suspension will be discontinued if the charges are dropped or if found innocent of the charges. If convicted the suspension may become permanent. However, after ninety (90) school days and upon a request by the student's parent(s) or guardian(s) the suspension may be reviewed by a committee. This committee may, (1) vote to continue the suspension for another ninety (90) school days; (2) vote to discontinue the suspension and the student could begin to take part in extra curricular activities at once, or (3) vote to continue the suspension for a period of time less than ninety (90) school days. (Committee members would be the building principal, the sponsors of the activities from which the student had been suspended and the Superintendent.)

The decision of the committee could be appealed to the Bayard Board of Education. The appeal request must be presented to the superintendent of schools within the (10) calendar days from the date that the committee's decision was given to the parents or guardian. The Board of Education would hear the case at their next regularly scheduled meeting.

The suspension will begin with the first day of classes if the action occurred during the summer, the first day after a vacation if the action occurred during a vacation, or the first day of school after the action if the action occurred during the school year.

Adopted: 8-12-85

Revised: 8-11-86

Reviewed: 6-14-10, 7-13-20

## **POLICY NO. 5088 - RANDOM ILLEGAL DRUG, ALCOHOL AND NICOTINE TESTING PROGRAM**

### Drug/Alcohol/Nicotine Use Prohibited

Bayard Public Schools students who participate in the school-sponsored extracurricular activities listed below shall not use alcohol, nicotine, or illegal drugs.

### Purposes of the Policy

1. To promote the safety and health of students participating in school-sponsored extracurricular activities.
2. To discourage alcohol, nicotine, and illegal drug use and provide students a reason to refute peer pressure to use alcohol, nicotine, and illegal drugs.
3. To encourage students who have used alcohol, nicotine, and/or illegal drugs to seek and receive the appropriate interventions, education, and treatment.

### Random Drug Testing

All students in grades 7 through 12 who participate in the school-sponsored extracurricular activities listed below must participate in the District's Random Drug Testing Program, as spelled out in this policy. In addition, students in grades 7 through 12 who do not participate in the extracurricular activities listed below may choose to opt into the District's Random Drug Testing Program with the written constant of their parents or guardians.

### Applicable School-Sponsored Extra-Curricular Activities

In addition to those students who opt into the District's Random Drug Testing Program, this policy applies to students who participate in the following school-sponsored extracurricular activities (referred to "Applicable Activities"):

**Student Council, National Honor Society, Quiz Bowl, One Act, Speech, Destination Imagination, Football, Volleyball, Cross Country, Cheerleading, Wrestling, Girls Basketball, Boys Basketball, Track, Girls Golf and Boys Golf.**

## Consent Forms/Duration

Prior to participating in an Applicable Activity, a student and his or her parent or guardian must have consented in writing, on a form provided by the District, to the District's Random Drug Testing Program and provided the form to the District. The consent form shall remain effective unless and until the student or his or her parent or guardian withdraws the consent in writing to the District. If a student and his or her parent or guardian have not consented to the District's Random Drug Testing Program, then the student is ineligible to participate in any Applicable Activity. If a student or his or her parent or guardian withdraws his or her previous written consent, then the student is ineligible to participate in any Applicable Activity for at least the remainder of the then-current school year and must provide a new written consent before the student once again becomes eligible to participate in any Applicable Activity. School Administration may request an updated consent form from a student and parent or guardian at any time, but no less frequently than at least once for each school year and upon any amendment to this Policy.

## Random Drug Testing Procedure

*Use of Drug Program Administer/Medical Review Officer:* The District shall contract with a qualified drug program administrator ("DPA") and medical review officer ("MRO") to administer and review the random drug tests. The DPA and MRO shall abide by all applicable laws and best practices related to testing, transporting and preserving specimens, confirming tests, and confidentiality.

*Drugs Tested For:* Alcohol, nicotine, and any substance, the use of which is considered illegal under Nebraska law, may be tested for, as determined by the DPA and/or MRO from time to time, provided that the determination of which drugs will be tested for in a particular test shall not be made between the time a student is identified for a test and the test of that student.

*Random Nature of Tests:* The Superintendent, in conjunction with the Activities Director, shall determine from time to time the frequency of tests and the number of students to be tested. All students who consent to be tested will be entered into a testing pool, but identified by number only. From the testing pool, the DPA will determine who will be tested.

*Sample Collection:* Samples will be collected as directed by the DPA on the same day the student is selected for testing. Breath, saliva, or urine samples may be required. If a urine sample is required, the student shall provide the sample in a private bathroom or stall, alone, with the door closed.

*Determining Results:* The DPA, in conjunction with the MRO, will determine if the drug test has a positive result which identifies the use of alcohol, nicotine, or illegal drugs.

*Communicating Results:* The MRO shall convey all positive test results to the parent or guardian of the student and allow the student or his or her parent or guardian to discuss the result with the MRO. All positive results shall also be conveyed to the Activities Director.

### Positive Tests/Consequences

The following consequences of a positive result shall apply:

For the first offense the student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional drug education and counseling. (The education course and or counseling will be the parents' or student's expense).

The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program.

A second violation of these rules and regulations during any one year period, will result in the student being ineligible to compete in or participate in or attend any extracurricular activity for the 12 month period beginning on the date of the first offense.

Failure or refusal to participate in the actions described above after a positive test will make the student ineligible for all Applicable Activities for one calendar year.

Positive results will not lead to any academic consequences or disciplinary actions, except as specified above. The results of alcohol, nicotine, and drug tests administered under this policy shall be (1) disclosed only to school staff members, coaches, and activity sponsors who need to know the information to carry out their duties and/or the consequences set forth in this policy; and (2) kept in a separate file and not become a part of the student's academic or discipline records.

The results of alcohol, nicotine, or drug tests will not be disclosed to law enforcement or other juvenile or criminal enforcement authorities except as required by a judicial order, lawfully issued subpoena, or other legal process, provided that to the extent allowed by law, upon receipt of any judicial order, subpoena, or other legal process, the District shall make a reasonable effort to notify the student and parent or guardian in advance of compliance so that they may seek protective action.

### Refusal to Submit to a Drug, Nicotine or Alcohol Test

If a student (either by himself or herself or by his or her parent or guardian) refuses to submit to a drug, nicotine, or alcohol test for which the student is selected, then at the student's and his or her parent's or guardian's option, the refusal may be treated as (1) the withdrawal of consent to test and the student shall be ineligible to participate in any Applicable Activity for at least the remainder of the then-current school year and must provide a new written consent before once again becoming eligible to participate in any Applicable Activity or (2) a positive test result for which the provisions pertaining to positive test results shall apply (without any right to appeal).

### Tampering with Samples

If a student tampers with any drug, alcohol, or nicotine test or sample, the student will be subject to discipline as determined appropriate by School Administration, which could include, without limitation, ineligibility from any Applicable Activity for up to a year.

#### Appeal Procedures.

Within five calendar days after a positive test result, the student may make an appeal in writing to the Superintendent. Filing an appeal with the Superintendent will stay any consequences as a result of the positive test until the Superintendent rules on the appeal. If the appeal involves the validity of the test result, then the Superintendent will consult with the DPA and MRO prior to ruling on the appeal. The Superintendent's ruling on the appeal will be final.

#### Policy Not Limiting

This policy shall not limit any other District policy, rule, or procedure regarding student discipline and/or student drug alcohol, and nicotine use.

Adopted: 1-14-19

Revised: 9-14-20

Reviewed: 7-13-20

## POLICY NO. 5089 - STUDENT DISCIPLINE - SUSPENSION AND EXPULSION

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian

describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

- 2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

- 3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A

student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material

interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device or on paper or other digital or physical media format.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
11. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
12. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial

interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

13. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
14. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
15. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
16. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
17. Willfully violating the behavioral expectations for riding school buses or vehicles.
18. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee,

school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

19. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).

- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are

established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the

student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the

educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. “Electronic devices,” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

d. Violations

(1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy

of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of

unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.

8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.

(e) Automobile accident.

(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

Adopted: 8-17-1976

Revised: 1-14-1980, 12-11-1995, 7-14-2008

Reviewed: 6-14-10, 6-11-18, 7-13-20

Revised: 3-12-12

## POLICY NO. 5090 - CORPORAL PUNISHMENT

*This policy outlines when it may be appropriate for an employee to physically restrain a student.*

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. The use of corporal punishment by an employee is grounds for termination or cancellation. No employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - a. To quell a disturbance or prevent an act that threatens physical harm to any person.
  - b. To obtain possession of a weapon or other dangerous objects within a pupil's control.
  - c. For the purpose of self-defense or defense of others as provided for in Nebraska Statute 28-1409 and 1410.
  - d. For the protection of property as provided for in Nebraska Statute 28-1411.
  - e. To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - f. To protect a student from the self-infliction of harm.
  - g. To protect the safety of others.
  
2. Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The method used in applying the physical force.
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasons for physical force.

Adopted: 8-17-76

Revised: 8-14-89; 11-11-13

Reviewed: 8-12-02; 6-14-10, 7-13-20

## POLICY NO. 5091 - EDUCATIONAL TRIPS AND COMPETITIVE CONTESTS

The Board of Education has adopted a policy that there shall not be a senior educational trip, senior trip, and/or, senior sneak day.

Adopted: 8-17-76

Revised: 1-14-80; 7-12-10

Reviewed: 6-14-10, 7-13-20

## POLICY NO. 5092 -STUDENT ACTIVITY TRIPS

Student activity trips will be divided into three classes:

**CLASS I:** Activities that are sponsored by the Nebraska Schools Activity Association and that are earned by qualifying at a local or district level competition. The District will provide financial support of these trips.

**CLASS II:** Trips that are earned or taken by groups or individuals that are related to classroom experience. The District will provide some financial support for these trips. (Examples are FFA and FCCLA).

**CLASS III:** Trips taken by groups where their activity is not related to NSAA sponsored activities or classroom related. These trips will only be taken during the summer and only one group per year will be allowed to go. The District will provide no financial support for these trips.

Individuals who desire to take part in individual activities at the state or national level must adhere to NSAA regulations. The District will provide no financial support for these trips.

All trips with a one-way distance exceeding 500 miles must be approved by the Board of Education.

Adopted: 8-17-76

Revised: 2-10-97, 8-13-12

Reviewed: 6-14-10, 7-13-20

## POLICY NO. 5093 - STUDENT DRESS CODE

The school administration and teachers encourage everyone to behave and dress in a fashion reflecting good taste and in a style appropriate for a school day or school activity.

An individual's dress, personal appearance and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others.

Student dress and personal appearance that disrupts or distracts from the educational environment of the school, is offensive, in violation of any statute, or is a health or safety hazard is not acceptable and is not permitted.

Examples of inappropriate dress, midriff blouses, see through blouses, muscle shirts, hats, caps, headbands, any clothing in reference to membership gangs, bandannas, sagging clothes, or tagging with gang signs or letters. Any type of shorts worn to school will reach to the middle of the thigh and gym shorts are not to be worn.

Teachers will send students to the office, or notify the office if a student's clothing or dress is questionable. The final decision will rest with the administration.

The students participating in extra-curricular activities or school sponsored activities, their dress or appearance will be the responsibility of the coach or sponsors.

Adopted: 8-17-76

Revised: 1-14-80; 8-12-85; 8-10-87; 8-14-89; 12-11-95

Reviewed: 6-14-10, 7-13-20



**Bayard Public Schools  
Administrative Reports**

**May 10, 2022**

***Every Person, Every Day. It's a FACT!***

[Elementary Principal's Report](#)

[Secondary Principal's Report](#)

[Activity Director/Assistant Principal's Report](#)

[Special Education Director's Report](#)



***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

# Elementary Principal's Report

## Academics

*Our commitment to the pursuit of academic success for every student, every day.*

- ❖ Showcase was a big success on Thursday Evening. Our students were able to showcase their work in several areas including music (kindergarten), Art, PE, and all core subjects. I wanted to thank the kitchen staff for helping with the meal and our teaching staff for the work they did in preparation for the event. Our students are extremely special and we appreciate the work they have done in preparation for this event.
- ❖ NWEA and NSCAS assessments are complete. We have tried to make sure that our students are rewarded for their growth over time. We will begin analysing the NWEA data to help determine our effectiveness over the past year. If you are interested in learning more about the outcomes of these assessments we will have some pretty concise data figured out shortly, I would be happy to visit about scores and planning for the future.
- ❖ Reading series adoption should be ready to go at the next board meeting, we got in a late series last week and now we are down to 2 series Wonders, and Into Reading/ Into Literature.

## Leadership

*Our commitment to an organizational culture of leadership, empowerment, and excellence for all.*

- ❖ Title One reviews were completed this month, our school passed the review process, Mrs. Ehler knows how to complete the process and is largely responsible for our report this year. If you have any questions about what we do for Title I funds please feel free to ask questions.
- ❖ Leader in Me is going very well right now. We have begun the process of getting our school ready to be evaluated for Light House School status. This process is something that is very important to our staff and students we have been working on this initiative since our current fourth graders were in Kindergarten. Our next steps are to make sure we are impacting our families

## Engagement

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

*Our commitment to the intentional and effective use of resources to optimize the educational experience of students, staff, families, and community members.*

- ❖ Scheduling is something that we are working on as the school year winds down. We are planning to utilize our staff in 2nd and 3rd grade similar to how we use our staff in k-1. One teacher will “float” between 2nd and 3rd grade teaching core subjects (Math and Reading) and then working as an intervention specialist during the day to address the needs of the children throughout the rest of the day.

## **Community**

*Our commitment to programs and services that support the growth and development of the whole child (academic, social, emotional, physical, and nutritional).*

- ❖ Elementary Music Concert and field days are this week hoping to have a great turnout for all of these events.
- ❖ Summer school is going to be exciting this year we plan on having 3 field trips, collaboration with the summer reading program and ESU 13 Migrant.
- ❖ Community event this year we plan on finishing the community garden out back of the elementary school, planting the trees from the city grant, and then those projects will be completed.
- ❖ 172 total students in the Elementary Building.

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

# Secondary Principal's Report

## Academics

*Our commitment to the pursuit of academic success for every student, every day.*

- ❖ NWEA testing is complete. 72/113 students met or exceeded their growth goal and were rewarded with bowling and a movie.
- ❖ I have attached a spreadsheet of ACT results. In the Junior Class we had 3 students earn a place on our ACT Board. Two students earned a silver ranking with a score between a 27-29 while one earned a gold with a score of 30+. Please note that the average scores fluctuate due to the fact that we had freshman and sophomores taking the test. Next year we are going to adjust our ACT prep so that freshman take the Pre-ACT and target Sophomores and Juniors to take the ACT.
- ❖ Scheduling for next year is still in progress. Mrs. Rafferty is hopeful that this can be completed before the students leave for summer break.
- ❖ We are in the process of finalizing summer school. All students who qualify will attend from 9am-12pm unless other arrangements have been made. Summer School dates are May 25 - June 15, 2022.

## Leadership

*Our commitment to an organizational culture of leadership, empowerment, and excellence for all.*

- ❖ Mr. Nesbitt is to be commended for his leadership at the B-C-D Track Meet.
- ❖ Community clean-up is scheduled for Friday, May 13th. Students will be cleaning under the stadium, planting trees, and building picnic tables along with cleaning school grounds and other designated places around town.

## Engagement

*Our commitment to the intentional and effective use of resources to optimize the educational experience of students, staff, families, and community members.*

- ❖ The Student Showcase and Spring music programs were a big success. Thank you to all of the teachers for their part in making this event a success.

## Community

*Our commitment to programs and services that support the growth and development of the whole child (academic, social, emotional, physical, and nutritional).*

- ❖ Mr. Rafferty and the FFA Chapter are to be commended for the success of the Greenhouse Open House held on May 6th and 7th.
- ❖ Current enrollment is 165 students at the secondary level.

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

- ❖ School Physicals will be held on May 10th from 8am-12pm. The form has been sent home with all of our students in 6th- 11th grade and is also available on our website.

**Summary View: The ACT (All Data), BAYARD SECONDARY SCHOOL**

Showing students who are [College Reportable](#)

Group	Year	Composite		Math	Science	STEM	English	Reading	Writing	ELA
		Valid Number	Mean Score							
BAYARD SECONDARY SCHOOL	2021-2022	71	18.0	17.2	18.7	18.2	17.6	18.2	6.5	17.5
April 2022	2021-2022	29	17.6	17.1	17.9	17.8	16.9	17.6	6.5	17.5
December 2021	2021-2022	1	16.0	14.0	18.0	16.0	15.0	18.0		
October 2021	2021-2022	41	18.4	17.3	19.2	18.5	18.1	18.5		
BAYARD SECONDARY SCHOOL	2020-2021	100	18.2	17.5	18.2	18.1	17.8	18.9	6.0	16.6
April 2021	2020-2021	4	15.2	16.5	15.2	16.0	14.0	15.0		
December 2020	2020-2021	2	27.0	25.0	24.0	24.5	29.5	29.5		
February 2021	2020-2021	37	18.8	17.5	19.2	18.6	18.5	19.6		
June 2021	2020-2021	2	20.0	20.0	22.5	21.5	16.5	20.5		
March 2021	2020-2021	25	17.2	17.2	16.6	17.1	17.1	17.3	6.0	16.6
October 2020	2020-2021	1	15.0	17.0	14.0	16.0	13.0	16.0		
September 2020	2020-2021	29	18.1	17.3	18.2	18.0	17.5	19.0		

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

# Special Education Director's Report

## Academics

*Our commitment to the pursuit of academic success for every student, every day.*

- ❖ We have four seniors graduating this May and we are very proud of their hard work to get to this point in their lives and we wish them well in their future endeavors.
- ❖ I would like to commend Mrs. Rafferty and Mr. McLaughlin for their work on completing testing for students. It is a huge task that takes a lot of time and patience.
- ❖ I would also like to commend all my teachers and paras for their hard work and patience with myself and all the students. You are all amazing and when you work from your heart, it shows. Thank you.

## Leadership

*Our commitment to an organizational culture of leadership, empowerment, and excellence for all.*

- ❖ We completed the TIP (Targeted Improvement Plan) for ILCD with the help of Mr. McLaughlin, Mrs. Ehler, and Mrs. Cochran. We also had input from ESU personnel Pam Brezenski and Jill Trautman and we are very thankful for their input in the process. This is an ongoing process that requires progress monitoring at the elementary level which will help with accountability as well.
- ❖ Mr. Reish took two students to a Transition Job Fair Expo at the Harms Center which the students reported was helpful and informative.
- ❖ I will be at our PRT (Planning Region Team) meeting Monday in Alliance.

## Engagement

*Our commitment to the intentional and effective use of resources to optimize the educational experience of students, staff, families, and community members.*

- ❖ We are continuing to be in contact with parents about summer services and various opportunities for their children.

## Community

*Our commitment to programs and services that support the growth and development of the whole child (academic, social, emotional, physical, and nutritional).*

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

- ❖ Students attended career day at school, which is a great opportunity to be exposed to different careers and opportunities after graduation.
- ❖ Students also were able to be a part of tree planting for Arbor Day.

***The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.***

# Nebraska State Legislature

**SENATOR STEVE ERDMAN**

**District 47  
Bayard, Nebraska**

**Legislative Address:  
State Capitol  
PO Box 94604  
Lincoln, Nebraska 68509-4604  
(402) 471-2616  
serdman@leg.ne.gov**



## **COMMITTEES**

**Chairperson - Building Maintenance  
Appropriations  
Committee on Committees  
Rules**

April 25, 2022

Mrs. Kelly Rice, Principal  
Bayard High School  
726 4<sup>th</sup> Avenue  
P.O. Box 607  
Bayard, NE 69334

Dear Principal Rice:

Earlier this year I introduced and the Nebraska's 107<sup>th</sup> Legislature passed Legislative Resolution 442, honoring the accomplishments of the Bayard High School Choir's participation in 100<sup>th</sup> anniversary of the Lincoln Memorial in Washington, D.C. This resolution was signed by the Clerk of the Legislature on April 20, 2022.

Enclosed you will find an official copy of the resolution along with a decorative framed copy of the resolution. These copies fulfill the requirements of the resolution and become the property of the Bayard Secondary School. Separate copies of this resolution have been sent to Linda Pilkington. Please make sure Linda receives her copies of the resolution.

Congratulations for being selected to perform at the centennial celebration of the Lincoln Memorial and for honoring in music the legacy of one of our nation's greatest presidents!

Sincerely,

A handwritten signature in cursive script that reads "Steve Erdman".

Sen. Steve Erdman  
Legislative District 47

ONE HUNDRED SEVENTH LEGISLATURE

SECOND SESSION

**LEGISLATIVE RESOLUTION 442**

Introduced by Erdman, 47.

WHEREAS, May 30, 2022, marks the one hundredth anniversary of the dedication of the Lincoln Memorial in Washington, D.C.; and

WHEREAS, the National Park Service held a centennial anniversary celebration of the dedication of the Lincoln Memorial honoring the legacy of Abraham Lincoln, the sixteenth president of the United State of America, on March 26, 2022; and

WHEREAS, the Bayard High School choir, under the direction of choir director Linda Pilkington, was a featured choir at the celebration and sang four patriotic songs; and

WHEREAS, the Bayard High School choir sang with the Massed Honor Choir, consisting of choirs from all fifty states.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ONE HUNDRED SEVENTH LEGISLATURE OF NEBRASKA, SECOND SESSION:

1. That the Legislature congratulates the twenty-nine member Bayard High School choir for being selected to perform at the National Park Service's centennial anniversary celebration of the dedication of the Lincoln Memorial and the legacy of Abraham Lincoln.

2. That copies of this resolution be sent to Bayard High School and to Linda Pilkington.

**Superintendent's School Improvement Report**  
**Presented to the**  
**Board of Education of Bayard Public Schools**  
**May 9, 2022**

**Vision, Culture, & Instructional Leadership**

*The superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate and demonstrating best practices in instructional programs and staff professional development.*

- I would like to commend Mrs. Rafferty, Dr. Rice, and the secondary staff for piloting an incentive opportunity for students who demonstrated growth on the NWEA assessments. Students who demonstrated sufficient growth were rewarded with an opportunity to go bowling.
- We continue to await the official GAN and GMS access for an ESSER III Expanded Learning Collaborative, designed to launch new and support existing high-quality summer and after-school programs. Our school district will be able to access up to \$155,000 in funding over three years.

**Operations, Resource, & Personnel Management**

*The superintendent demonstrates the knowledge, skills, and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensure the fiscal health of the district, and implement sound personnel practices.*

- We are awaiting reimbursement of approximately \$141,000 from ESSER II-funded projects. These reimbursements will be directed back to the building fund.

**Board Governance & Policy**

*The superintendent works effectively with the board of education, exhibits a shared understanding of board and superintendent roles, leads and manages the district consistent with board policies, and demonstrates the skills to work effectively with the board.*

- The Committee on American Civics is scheduled to meet May 9<sup>th</sup>. I anticipate the committee will have recommendations for student board representative positions for

**Communication & Community Relations**

*The superintendent establishes effective communication with students, parents, staff and community, and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs that support the success of all students.*

- I would like to commend Mrs. Rafferty for her work hosting Career Day along with a career fair opportunity for students at the end of the month. We have a rich variety of sessions available to the students.
- It was nice that Mr. Olson was able to visit the district on Career Day. I enjoyed the opportunity to introduce him to the secondary students that day. I appreciated his willingness to make some brief remarks to the students on short notice that morning.
- Morrill County Community Hospital/Chimney Rock Medical Clinic staff will be conducting free physicals for students in grades 6-11 tomorrow. I appreciate Ms. Tonniges' work with the MCCCH team to make this opportunity possible for our students.

## **Ethical Leadership**

*The superintendent promotes the success of every student and staff member by acting with integrity, fairness and in an ethical manner.*

- I would like to commend Dr. Kelley Rice on her leadership and commitment to our students. Dr. Rice has gone above and beyond in her work with and support of the music program this year.
- Senator Steve Erdman Introduced Legislative Resolution 442 honoring the Bayard High School Choir's participation in the 100<sup>th</sup> anniversary of the Lincoln Memorial in Washington, D.C. A copy of the resolution and a letter from Senator Erdman to Dr. Rice are attached.

## **Superintendent's Goals**

### **Goal 1: Board and Superintendent Practices**

- Mr. Olson has been set up with a Bayard Public Schools email address and he now has an eMeeting access log-in. His new school email address is [rodney.olson@bayardtigers.org](mailto:rodney.olson@bayardtigers.org)
- Graduation is scheduled for 2:00 on Saturday. Board members are asked to report the area between the stage and the music rooms at 1:45 that afternoon.

### **Goal 2: Communication of Data and Information**

- Teachers continue to engage parents and students in communication on Remind. 43,646 messages were delivered on Remind last month, including 10,859 conversations and reactions.

### **Goal 3: Culture and Engagement**

- I have completed the process of surveying students regarding their interest in a variety of academic coaching services this month. We had 86 responses to the survey. Results from the survey are shared below (next page).

## **Leave Log**

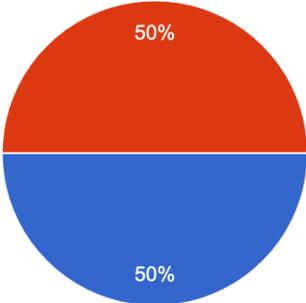
- During the current term I have used 5 vacation days (7-16-21, 7-30-21, 11-04-21, 11-05-21, and 2-16-22) and 20  $\frac{1}{4}$  sick days (contribution to sick leave bank, 9-8-21  $\frac{3}{4}$ , 11-30-21, 1-18-22, 1-19-22, 1-20-22, 1-21-22, 1-26-22, 1-27-22, 1-28-22, 2-9-22  $\frac{1}{2}$ , 3-11-22  $\frac{1}{2}$ , 3-17-22  $\frac{1}{2}$ , 3-22-22  $\frac{1}{2}$ , 3-29-22, 3-31-22, 4-1-22, 4-4-22, 4-11-22, 4-28-22  $\frac{1}{2}$ , 5-2-22, 5-3-22, 5-4-22).

# Student Engagement and Academic Coaching Survey

We received 86 responses to this student engagement and academic coaching survey.

Please select the statement that most closely reflects your thoughts as a student about motivation to succeed in school:

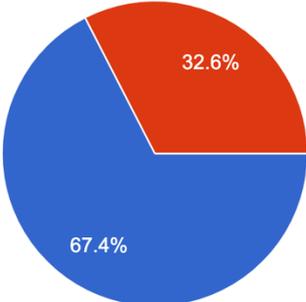
86 responses



- I am more motivated by rewards/prizes than I am by an internal desire to do well.
- I am more motivated by an internal desire to do well than I am by rewards/prizes.

Please select the statement that most closely reflects your thoughts as a student about recognizing success in school:

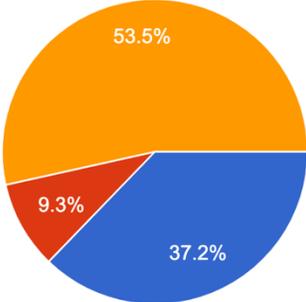
86 responses



- Individual recognition is more motivating than whole group recognition.
- Whole group recognition is more motivating than individual recognition.

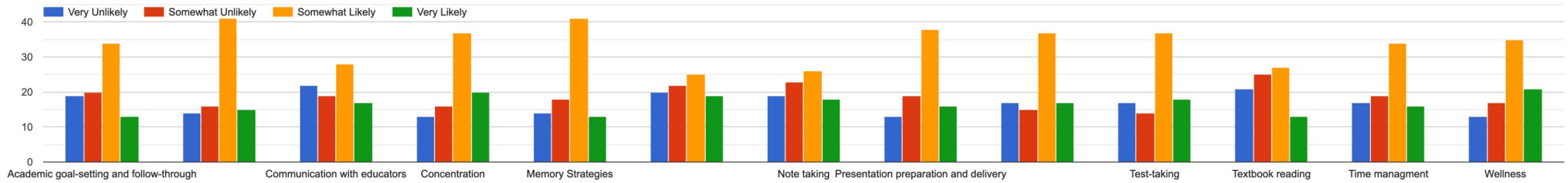
Please select the statement that most closely reflects your thoughts as a student about recognizing success in school:

86 responses



- I think it is more important to recognize growth than high scores.
- I think it is more important to recognize high scores than growth.
- I think both growth and high scores should be recognized.

If the school district provided you with access to an academic support coach, how likely would you be to utilize the following services?



The display above does not include all of the category labels. Please use the information below to reference the categories from the display. From left to right, the categories are as follows:

- Academic goal-setting and follow-through
- Academic workload management
- Communication with educators
- Concentration
- Memory Strategies
- Navigating the school environment
- Note taking
- Presentation preparation and delivery
- Test preparation
- Test-taking
- Textbook reading
- Time management
- Wellness

**Mission Statement:**

*The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.*