David City Public School Board of Education
Regular Board Meeting
Monday, March 13, 2023 7:00 PM
Board Meeting Room at the High School
750 D St.
David City, NE 68632-1724

1. Call Meeting to Order
    1.1. Pledge of Allegiance
    1.2. Open Meetings Statement
    1.3. Attendance/Absence Approval
2. Staff and Student Involvement
    2.1. Ava and Jonathan
3. Public Forum
4. Agenda Approval
5. Consent Agenda
    5.1. Approve minutes of the regular meeting.
    5.2. Approve Claims Against the District
    5.3. Approve Financial Reports
    5.4. Approve New and Updated Board Policies - 4000's Series
6. Board Committee Reports
7. Administrative Reports
    7.1. Dr. Denker
    7.2. Mr. Couch
    7.3. Mr. Lindsley

7.4. Mr. Happ

7.5. Ms. Romshek

7.6. Ms. Daniels

7.7. Mr. Valentine

8. Old Business

8.1. Discuss, consider, and take action on conducting a NASB survey.

8.2. Discuss use of ESSER III (ARP) Grant Funds.

8.3. Discuss the safe return to school plan.

8.4. Discuss current legislation.

9. New Business

9.1. Discuss, consider, and take action on meal prices for 2023-24.

9.2. Discuss, consider, and take action on prekindergarten tuition for 2023-24.

9.3. Discuss, consider, and take action on changes to the 2023-24 school calendar.

9.4. Discuss, consider, and take action on future board meeting dates.

9.5. Discuss, consider, and take action on hosting a community meeting.

9.6. Discuss, consider, and take action on prekindergarten curriculum.

9.7. Discuss, consider, and take action on the language arts curriculum.

9.8. Discuss, consider, and take action on math curriculum.

10. Personnel

10.1. Discuss, consider, and take action on substitute teacher pay for 2023-24.

10.2. Discuss, consider, and take action on teacher contracts for 2023-24.

10.3. Discuss, consider, and take action on staff resignations.

11. Future Discussion Items

12. Adjournment

The speech team is off to state after a very successful district meet. 16 events will be competing at state. This is the most events out of all the other schools competing in our class. Good luck to the speech team and hopefully they will win state two years in a row.

High school quiz bowl is starting its season. We competed at conferences on March 6 at Wilber-Clatonia. Districts will be in April. We are looking forward to this chance to make it to state again this year.

The band and choir had a concert on March 7th. I look forward to the next concert. One of the things I will miss most about DCHS is the wonderful music program we have. It really is something special.

The National Honor Society is getting ready for the induction of new members. We will have a ceremony for these members in April. We have also done many individual and group projects over February and March. These include community service projects such as picking up trash outside of the school, writing appreciation letters to lunch ladies, and giving gifts to teachers and paras.

Article 4

Policy 4001

Personnel

formerly 4120

Recruitment of School Personnel

The Board of Education has the legal responsibility to approve the employment of all employees. While this responsibility cannot be waived, the Board delegates to the Superintendent or designated representative the authority to recruit staff members. In carrying out this responsibility, the Superintendent will involve various administrative and teaching staff members as needed.

All teachers and other **certified** school employees shall be employed by the Board of Education through official action taken at a regular or special meeting of the Board of Education. Except for the Superintendent's election, the Board shall not appoint or elect any person to a regular position until it has first received from the Superintendent of Schools a recommendation for a person or persons to fill the position.

The employment of any **certified** staff member is not official until the contract is approved by the Board and signed by the candidate.

Policy Adopted: January 13, 1997
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

formerly 4120

Recruitment of School Personnel

The Superintendent shall have the authority to recruit well-qualified personnel to staff the schools. The Superintendent may request building principals or other staff members to assist in this effort.

All **certified** personnel recommended by the Superintendent for employment are subject to ratification by the Board.

To aid in obtaining the best available staff members for the District's schools, the Board adopts the following general criteria which shall be utilized in the selection process for initial employment:

1. There shall be no discrimination in the hiring process due to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status;

2. Candidates, if elected, will be assigned to teach primarily their major field and/or major subject area, with elementary education defined as a major field;

3. The highest quality of instruction is enhanced by staff with a wide variation in educational preparation, background and previous experience.

The employment sequence shall be as follows:

1. The verbal offer of employment to the candidate;

2. Verbal acceptance by the candidate;

3. Contract sent to the candidate and candidate's acceptance signified by a signed contract returned to the Superintendent;

4. Approval and/or ratification of the contract by the Board.

The Superintendent is responsible to develop administrative procedures and forms to assist in making the process, from listing of vacancies to contract approval by the Board of Education, as orderly and objective as possible.

Policy Adopted: January 13, 1997
Policy Reviewed: May 14, 2007; June 8, 2015; March 13, 2023

Personnel - All Employees

Equal Opportunity Employment

It is the policy of David City Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Policy Adopted: July 13, 2020
Policy Reviewed/Revised: March 13, 2023

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The David City Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The David City Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ernie Valentine, Title IX Coordinator, 750 D Street, David City, NE 68632 (402) 367-4590 (valentinee@dcscouts.org).

Employees and Others: Angela Moore, Business Manager, 750 D Street, David City, NE 68632 (402) 367-4590 (moore@dcscouts.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The David City Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual's body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,

b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's

determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty **(30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. <u>Confidentiality</u>:
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. <u>Training</u>:
The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

j. Recommending changes to this policy and grievance procedure.

k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Policy Adopted: June 14, 2021
Policy Reviewed/Revised: March 13, 2023

Policy 4003 Notice of Nondiscrimination

The David City Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ernie Valentine, Title IX Coordinator, 750 D Street, David City, NE 68632 (402) 367-4590 (valentinee@dcscouts.org).

Employees and Others: Angela Moore, Business Manager, 750 D Street, David City, NE 68632 (402) 367-4590 (moore@dcscouts.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Updated March 2023

Complaint Form Policy 4003
Discrimination, Harassment or Retaliation

The David City Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Ernie Valentine, Title IX Coordinator, 750 D Street, David City, NE 68632 (402) 367-4590 (valentince@dcscouts.org).

Employees and Others: Angela Moore, Business Manager, 750 D Street, David City, NE 68632 (402) 367-4590 (moore@dcscouts.org).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____

_____

_____

(2) Names of any witnesses to the matter being complained about: _____

_____

_____.

(3) Identify and attach any document supporting the complaint: _____

_____.

(4) Confidentiality: I ___ do__ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____

_____.

(5) Relief requested (what I want done in response to this complaint):

_____

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

Received by: _____ Date: _____

Updated March 2023

Personnel - All Employees

Family and Medical Leave Policy

The documents provided in response to Family Medical Leave Act (FMLA) regulations:

1—FMLA Leave Application
2—Notice of Eligibility and Rights & Responsibilities—rolling year
3—Designation Notice
4—Certification of Health Care Provider for Employee's Serious Health Condition
5—Certification of Health Care Provider for Family Member's Serious Health Condition
6—Certification of Qualifying Exigency for Military Family Leave
7—Certification for Serious Injury or Illness of a Current Servicemember for Military Caregiver Leave

Personnel - All Employees

Family and Medical Leave Policy

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent's designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Legal Reference: 29 USC §§ 2611 to 2618 and
29 CFR Part 82

Policy Adopted: April 13, 2015
Policy Revised/Reviewed: March 13, 2023

Application for Leave
Family and Medical Leave Act

Policy 4007

Employee Name: _____ Position: _____

Send notices to me at: _____

FMLA Leave Requested From _____

To _____

If leave is requested on an intermittent or reduced leave schedule, describe the requested leave schedule: _____

_____.

Reason for Leave Request (check and complete as appropriate):

1. ____ For birth of a son or daughter, and to care for the newborn child.
2. ____ For placement with the employee of a son or daughter for adoption or foster care.
3. ____ To care for the employee's spouse, son or daughter, or parent with a serious health condition.
   Name of family member: _____
   Describe reason employee needs to provide the care and the nature of the care:
   _____.
4. ____ Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
   Briefly describe condition and job functions that employee is unable to perform:
   _____
   _____.
5. ____ Because of a qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
   Name and relationship of family member: _____
   Describe the qualifying exigency: _____
   _____.
6. ____ To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.
   Name and relationship of family member: _____
   Describe reason employee needs to provide the care and the nature of the care:
   _____.

I certify that the above information given by me is correct and that I have read the foregoing and understand my rights under the FMLA.

_____ _____

Employee's Signature Date

Updated March 2023

Notice of Eligibility & Rights and Responsibilities under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division

WHD
WAGE AND HOUR DIVISION

DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

Date:_____ *(mm/dd/yyyy)*

From:_____ *(Employer)* To:_____ *(Employee)*

On_____ *(mm/dd/yyyy)*, we learned that you need leave *(beginning on)*_____ *(mm/dd/yyyy)* for one of the following reasons: *(Select as appropriate)*

☐ The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child

☐ Your own serious health condition

☐ You are needed to care for your family member due to a serious health condition. Your family member is your:

☐ Spouse ☐ Parent ☐ Child under age 18 ☐ Child 18 years or older and incapable of self-care because of a mental or physical disability

☐ A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:

☐ Spouse ☐ Parent ☐ Child of any age

☐ You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:

☐ Spouse ☐ Parent ☐ Child ☐ Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

☐ **Eligible** for FMLA leave. *(See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)*

☐ **Not eligible** for FMLA leave because: *(Only one reason need be checked)*

☐ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately:_____ *(months)* towards this requirement.

☐ You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately:_____ *(hours of service)* towards this requirement.

Employee Name: _____

☐ You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)

☐ You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ *(Name of employer representative)*

at _____ *(Contact information).*

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

☐ No additional information requested. If no additional information requested, go to Section III.

☐ We request that the leave be supported by a certification, as identified below.

- ☐ Health Care Provider for the Employee
- ☐ Qualifying Exigency
- ☐ Health Care Provider for the Employee's Family Member
- ☐ Serious Illness or Injury *(Military Caregiver Leave)*

Selected certification form is ☐ attached / ☐ not attached.

If requested, medical certification must be returned by _____ *(mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)*

☐ We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ *(mm/dd/yyyy).* You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

☐ Other information needed *(e.g. documentation for military family leave)*: _____.

The information requested must be returned to us by _____ *(mm/dd/yyyy).*

If you have any questions, please contact: _____ *(Name of employer representative)*

at _____ *(Contact information).*

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: *(Select as appropriate)*

- ☐ The calendar year (January 1st - December 31st)
- ☐ A fixed leave year based on _____
  (e.g., a fiscal year beginning on July 1 and ending on June 30)
- ☐ The 12-month period measured forward from the date of your first FMLA leave usage.
- ☐ A "rolling" 12-month period measured backward from the date of any FMLA leave usage. *(Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.)*

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ *(mm/dd/yyyy)*.

You (☐ are / ☐ are not) considered a key employee as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (☐ have / ☐ have not) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(Check all that apply)

- ☐ **Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **You have requested to use some or all of your available paid leave** *(e.g., sick, vacation, PTO)* during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **We are requiring you to use some or all of your available paid leave** *(e.g., sick, vacation, PTO)* during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **Other:** *(e.g., short- or long-term disability, workers' compensation, state medical leave law, etc.)*_____
  Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include:_____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____

_____ available at:_____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact_____at _____.

You have a minimum grace period of (☐ 30-days or ☐_____*indicate longer period, if applicable)* in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at_____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (☐ will be / ☐ will not be) required to furnish us with periodic reports of your status and intent to return to work every_____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Designation Notice
under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division

WHD
WAGE AND HOUR DIVISION

DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2023

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date:_____ *(mm/dd/yyyy)*

From:_____ *(Employer)* To:_____ *(Employee)*

On_____ *(mm/dd/yyyy)* we received your most recent information to support your need for leave due to:
(Select as appropriate)

- ☐ The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- ☐ Your own serious health condition
- ☐ The serious health condition of your spouse, child, or parent
- ☐ A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- ☐ A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin *(Military Caregiver Leave)*

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: *(Select as appropriate)*

☐ **Approved.** All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.

☐ **Not Approved**: *(Select as appropriate)*
- ☐ The FMLA does not apply to your leave request.
- ☐ As of the date the leave is to start, you do not have any FMLA leave available to use.
- ☐ Other _____

☐ **Additional information** is needed to determine if your leave request qualifies as FMLA leave. *(Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)*

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request**.

If you have any questions, please contact:_____ at_____
(Name of employer FMLA representative) *(Contact information)*

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request.
(Select as applicable)

☐ The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. *"Incomplete" means one or more of the applicable entries on the certification have not been completed.*

Employee Name: _____

☐ The certification provided is insufficient to determine whether the FMLA applies to your leave request. *"Insufficient" means the information provided is vague, unclear, ambiguous or non-responsive.*

Specify the information needed to make the certification complete and/or sufficient: _____

_____

You must provide the requested information no later than *(provide at least 7 calendar days)*_____*(mm/dd/yyyy)*, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

☐ We request that you obtain a (☐ second / ☐ third opinion) medical certification at our expense, and we will provide further details at a later time. *Note: The employee or the employee's family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.*

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: *(Select as appropriate)*

☐ Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement:_____.

☐ Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: *(check all that apply)*

☐ **Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

☐ **Based on your request, some or all of your available paid leave** *(e.g., sick, vacation, PTO)* **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

☐ **We are requiring you to use some or all of your available paid leave** *(e.g., sick, vacation, PTO)* **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

☐ **Other:**_____

(e.g., Short- or long-term disability, workers' compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (☐ will be / ☐ will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness-for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (☐ is / ☐ is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor Wage and Hour Division

WHD WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name: _____ Date: _____ *(mm/dd/yyyy)*
(List date certification requested)

(3) The medical certification must be returned by _____ *(mm/dd/yyyy)*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description (☐ is / ☐ is not) attached.
Employee's regular work schedule: _____
Statement of the employee's essential job functions: _____
_____
(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (___)_____ Fax: (___)_____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ *(mm/dd/yyyy)*

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care**: The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment**: *(e.g. outpatient surgery, strep throat)*
Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for *more than* three consecutive, full calendar days from _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*.

The patient (☐ was / ☐ will be) seen on the following date(s): _____

_____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider *(e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)*

☐ **Pregnancy**: The condition is pregnancy. List the expected delivery date: _____ *(mm/dd/yyyy)*.

☐ **Chronic Conditions**: *(e.g. asthma, migraine headaches)* Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions**: *(e.g. Alzheimer's, terminal stages of cancer)* Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments**: *(e.g. chemotherapy treatments, restorative surgery)* Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

(4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. *(e.g., use of nebulizer, dialysis)* _____

_____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(5) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) *(e.g. psychotherapy, prenatal appointments)* on the following date(s): _____

_____

(6) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: *(e.g. cardiologist, physical therapy)* _____

Provide your **best estimate** of the beginning date _____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery *(e.g. 3 days/week)*

_____

(7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)* the employee is able to work: *(e.g., 5 hours/day, up to 25 hours a week)*

_____

(8) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the period of incapacity.

(9) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day / ☐ week / ☐ month) and are likely to last approximately _____ (☐ hours / ☐ days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (☐ was not able / ☐ is not able / ☐ will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

_____

_____

Signature of Health Care Provider_____ **Date**_____ *(mm/dd/yyyy)*

Definitions of a Serious Health Condition *(See 29 C.F.R. §§ 825.113-.115)*
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: ○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, ○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor
Wage Hour Division

WHD
WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name: _____ Date: _____ *(mm/dd/yyyy)*
(List date certification requested)

(3) The medical certification must be returned by _____ *(mm/dd/yyyy)*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:

☐ Spouse ☐ Parent ☐ Child, under age 18
☐ Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: *(Check all that apply)*

☐ Assistance with basic medical, hygienic, nutritional, or safety needs ☐ Transportation

☐ Physical Care ☐ Psychological Comfort ☐ Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described: _____

_____

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*. I am able to work _____ *(hours per day)* _____ *(days per week)*.

Employee Signature _____ **Date** _____ *(mm/dd/yyyy)*

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that *involves inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start: _____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient *(e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort).*

_____

_____

Employee Name: _____

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care**: The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment**: *(e.g. outpatient surgery, strep throat)*
Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for *more than* three consecutive, full calendar days from_____ *(mm/dd/yyyy)* to_____ *(mm/dd/yyyy)*.

The patient (☐ was / ☐ will be) seen on the following date(s): _____

_____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider *(e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)*

☐ **Pregnancy**: The condition is pregnancy. List the expected delivery date:_____ *(mm/dd/yyyy)*.

☐ **Chronic Conditions**: *(e.g. asthma, migraine headaches)* Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions**: *(e.g. Alzheimer's, terminal stages of cancer)* Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments**: *(e.g. chemotherapy treatments, restorative surgery)* Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. *(e.g., use of nebulizer, dialysis)* _____

_____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) *(e.g. psychotherapy, prenatal appointments)* on the following date(s): _____

_____

(8) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: *(e.g. cardiologist, physical therapy)* _____

Provide your **best estimate** of the beginning date_____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery

_____ *(e.g. 3 days/week)*

Employee Name: _____

(9) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date: _____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the period of incapacity.

(10) Due to the condition it, (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day / ☐ week / ☐ month) and are likely to last approximately _____ (☐ hours / ☐ days) per episode.

Signature of Health Care Provider _____ **Date** _____ *(mm/dd/yyyy)*

Definitions of a Serious Health Condition *(See 29 C.F.R. §§ 825.113-.115)*
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: ○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, ○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including thetime for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Certification for Military Family Leave for Qualifying Exigency under the Family and Medical Leave Act

U.S. Department of Labor Wage and Hour Division

WHD WAGE AND HOUR DIVISION

DO NOT SEND FORM TO THE DEPARTMENT OF LABOR. RETURN THE COMPLETED FORM TO THE EMPLOYER.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, child, or parent (the military member) is on covered active duty or has been notified of an impending call or order to covered active duty. The FMLA allows an employer to require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. 29 C.F.R. § 825.305(b). If the employee fails to provide complete and sufficient certification, the employee's FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at http://www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the employee for the information necessary for a complete and sufficient qualifying exigency certification, which is set out at 29 C.F.R. § 825.309. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.**

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ *(mm/dd/yyyy)*
(List date certification requested)

(3) This certification must be returned by _____ *(mm/dd/yyyy).*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete all Parts of Section II and sign the form before returning it to your employer. The FMLA allows an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. If requested by your employer, your response is required to obtain the benefits and protections of the FMLA. 29 C.F.R. § 825.309. Failure to provide a complete and sufficient certification may result in a denial of your FMLA leave request. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. **You are responsible for making sure the certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. § 825.313.

(1) Provide the name of the military member on covered active duty or call to covered active duty status:

_____
First Middle Last

(2) Select your relationship of the military member. The military member is your:

☐ Spouse ☐ Parent ☐ Child, of any age

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave for a qualifying exigency related a military member who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave for a qualifying exigency related a military member for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

PART A: COVERED ACTIVE DUTY STATUS

Covered active duty or call to covered active duty in the case of a member of the Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. Covered active duty or call to covered active duty in the case of a member of the Reserve components means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to: Section 688 of Title 10 of the United States Code; Section 12301(a) of Title 10 of the United States Code; Section 12302 of Title 10 of the United States Code; Section 12304 of Title 10 of the United States Code; Section 12305 of Title 10 of the United States Code; Section 12406 of Title 10 of the United States Code; chapter 15 of Title 10 of the United States Code; or, any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation. 10 U.S.C. § 101(a)(13)(B).

An employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. **This information need only be provided to the employer once, unless additional leave is needed for a different military member or different deployment.**

(3) Provide the dates of the military member's covered active duty service: _____

(4) Please check one of the following and attach the indicated written document to support that the military member is on covered active duty or call to covered active duty status:

- ☐ A copy of the military member's covered active duty orders
- ☐ Other documentation from the military indicating that the military member is on covered active duty or has been notified of an impending call to covered active duty, such as official military correspondence from the military member's chain of command
- ☐ I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status

PART B: APPROPRIATE FACTS

Under the FMLA, leave can be taken for a number of qualifying exigencies. 29 C.F.R. § 825.126(b). Complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes available written documentation which supports the need for leave such as a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, or a document confirming an appointment with a third party (*e.g.*, a counselor or school official, or staff at a care facility, a copy of a bill for services for the handling of legal or financial affairs). Please provide appropriate facts related to the particular qualifying exigency to support the FMLA leave request, including information on the type of qualifying exigency and any available written documentation of the exigency event.

(5) Select the appropriate **Qualifying Exigency Category** and, if needed, provide additional information related to the event:

- ☐ Short notice deployment (*i.e.*, deployment within seven or fewer days of notice)
- ☐ Military events and related activities *(e.g., official ceremonies or events, or family support and assistance programs):*

  _____
- ☐ Childcare related activities for the child of the military member *(e.g., arranging for alternative childcare):*

  _____

Employee Name: _____

☐ Care for the military member's parent *(e.g., admitting or transferring the parent to a new care facility):*

_____

☐ Financial and legal arrangements related to the deployment *(e.g., obtaining military identification cards)*

☐ Counseling related to the deployment (*i.e.*, counseling provided by someone other than a health care provider)

☐ Military member's short-term, temporary Rest and Recuperation leave (R&R) (leave for this reason is limited to 15 calendar days for each instance of R&R)

☐ Post deployment activities *(e.g., arrival ceremonies, or reintegration briefings and events):* _____

_____

☐ Any other event that the employee and employer agree is a qualifying exigency: _____

_____

(6) **Available written documentation** supporting this request for leave is (☐ attached / ☐ not attached / ☐ not available).

PART C: AMOUNT OF LEAVE NEEDED

Provide information concerning the amount of leave that will be needed. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency leave needed. Be as specific as you can; terms such as "*unknown*" or "*indeterminate*" may not be sufficient to determine FMLA coverage.

(7) List the approximate date exigency started or will start: _____ *(mm/dd/yyyy)*

(8) Provide your best estimate of how long the exigency lasted or will last:

From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*

(9) Due to a qualifying exigency, I need to work a **reduced schedule**. Provide your **best estimate** of the reduced schedule you are able to work:

From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*

I am able to work _____

(e.g., 5 hours/day, up to 25 hours a week)

(10) Due to a qualifying exigency, I will need to be absent from work for a **continuous period of time**. Provide your **best estimate** of the beginning and ending dates for the period of absence:

From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*

Employee Name: _____

(11) Due to a qualifying exigency, I will need to be absent from work on an **intermittent basis** (periodically).

Provide your **best estimate** of the frequency (how often) and duration (how long) of each appointment, meeting, or leave event, including any travel time.

Over the next 6 months, absences on an **intermittent basis** are estimated to occur:_____times per (☐ day / ☐ week / ☐ month) and are likely to last approximately_____ (☐ hours / ☐ days) per episode.

(12) My leave is due to a qualifying exigency that involves **Rest and Recuperation leave** (R & R) of the military member (leave for this reason is limited to 15 calendar days for each instance of R & R leave).

List the dates of the military member's R &R leave:

From_____*(mm/dd/yyyy)* to_____*(mm/dd/yyyy)*

PART D: THIRD PARTY INFORMATION

If applicable, please provide information below that may be used by your employer to verify meetings or appointments with a third party related to the qualifying exigency. Examples of meetings with third parties include: arranging for childcare or parental care, to attend non-medical counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations. This information may be used by your employer to verify that the information contained on this form is accurate.

Individual *(e.g., name and title)* or Entity / Organization: _____

Address: _____

Telephone: (___)_____Fax: (___)_____E-mail:_____

Describe purpose of meeting: _____

Employee Signature_____**Date**_____*(mm/dd/yyyy)*

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN FORM TO THE EMPLOYER.

Certification for Serious Injury or Illness of a Current Servicemember for Military Caregiver Leave under the Family and Medical Leave Act

U.S. Department of Labor
Wage Hour Division

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave to care for a covered servicemember with a serious illness or injury. The FMLA allows an employer to require an employee seeking FMLA leave for this purpose to submit a medical certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the health care provider for the information necessary for a complete and sufficient medical certification. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Recertifications are not allowed for FMLA leave to care for a covered servicemember. Where medical certification is requested by an employer, an employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good-faith efforts to obtain such documents.** An employer requiring an employee to submit a certification for leave to care for a covered servicemember **must** accept as sufficient certification invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at the servicemember's bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name: _____ Date: _____ *(mm/dd/yyyy)*
(List date certification requested)

(3) This certification must be returned by: _____ *(mm/dd/yyyy)*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE and/or CURRENT SERVICEMEMBER

Please complete all Parts of Section II before having the servicemember's health care provider complete Section III. The FMLA allows an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by your employer, your response is required to obtain or retain the benefit of FMLA-protected leave.

PART A: EMPLOYEE INFORMATION

(1) Name of the current servicemember for whom employee is requesting leave: _____

Employee Name: _____

(2) Select your relationship to the current servicemember. You are the current servicemember's:

☐ Spouse ☐ Parent ☐ Child ☐ Next of Kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for a covered servicemember who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a covered servicemember for whom the employee has assumed the obligations of a parent. No biological or legal relationship is necessary. "Nextof kin" is the servicemember's nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority: (1) a blood relative as designated in writing by the servicemember for purposes of FMLA leave, (2) blood relatives granted legal custody of the servicemember, (3) brothers and sisters, (4) grandparents, (5) aunts and uncles, and (6) first cousins.

PART B: SERVICEMEMBER INFORMATION AND CARE TO BE PROVIDED TO THE SERVICEMEMBER

(3) The servicemember (☐ is / ☐ is not) a current member of the Regular Armed Forces, the National Guard or Reserves. If yes, provide the servicemember's military branch, rank and unit currently assigned to: _____

_____

(4) The servicemember (☐ is / ☐ is not) assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, such as a medical hold or warrior transition unit. If yes, provide the name of the medical treatment facility or unit: _____

(5) The servicemember (☐ is / ☐ is not) on the Temporary Disability Retired List (TDRL).

(6) Briefly describe the care you will provide to the servicemember: *(Check all that apply)*

☐ Assistance with basic medical, hygienic, nutritional, or safety needs
☐ Psychological Comfort ☐ Physical Care
☐ Transportation ☐ Other: _____

(7) Give your **best estimate** of the amount of leave needed to provide the care described: _____

_____

(8) If a reduced work schedule is necessary to provide the care described, give your **best estimate** of the reduced work schedule you are able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*. I am able to work: _____ *(hours per day)* _____ *(days per week)*.

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all Parts of this Section fully and completely, and sign the form below. The employee listed at Section I has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the 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. Note: For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. "Need for care" includes both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the servicemember is not able to care for his or her own basic medical, hygienic, or nutritional needs or safety, or needs transportation to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the servicemember who is receiving inpatient or home

Employee Name: _____

care. A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above.

PART A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice/Medical specialty: _____

Telephone: (___)_____ Fax: (___)_____ E-mail: _____

Please select the type of FMLA health care provider you are:

- ☐ DOD health care provider
- ☐ VA health care provider
- ☐ DOD TRICARE network authorized private health care provider
- ☐ DOD non-network TRICARE authorized private health care provider
- ☐ Health care provider as defined in 29 C.F.R. § 825.125

PART B: MEDICAL INFORMATION

Please provide appropriate medical information of the patient as requested below. Limit your responses to the servicemember's condition for which the employee is seeking leave. If you are unable to make some of the military-related determinations contained below, you are permitted to rely upon determinations from an authorized DOD representative, such as a DOD recovery care coordinator. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. §1635.3(c).

(1) Patient's Name: _____

(2) List the approximate date condition started or will start: _____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition will last: _____

(4) The servicemember's injury or illness: *(Select as appropriate)*

- ☐ Was incurred in the line of duty on active duty.
- ☐ Existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty.
- ☐ None of the above.

(5) The servicemember (☐ is / ☐ is not) undergoing medical treatment, recuperation, or therapy for this condition. If yes, briefly describe the medical treatment, recuperation or therapy: _____

Employee Name: _____

(6) The current servicemember's medical condition is classified as: *(Select as appropriate)*

☐ **(VSI) Very Seriously Ill/Injured** Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*

☐ **(SI) Seriously Ill/Injured** Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*

☐ **OTHER Ill/Injured** A serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

☐ **NONE OF THE ABOVE.** *Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under 29 C.F.R. § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.*

PART C: AMOUNT OF LEAVE NEEDED

For the medical condition checked in Part B, complete all that apply. Some questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(7) Due to the condition, the servicemember will need care for a **continuous period of time**, including any time for treatment and recovery. Provide your **best estimate** of the beginning date_____*(mm/dd/yyyy)* and end date_____*(mm/dd/yyyy)* for this period of time.

(8) Due to the condition, it is medically necessary for the servicemember to attend **planned medical treatment** appointments (scheduled medical visits). Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery_____*(e.g. 3 days/week)*

(9) Due to the condition, it is medically necessary for the servicemember to receive care on an **intermittent basis** (periodically), such as the care needed because of episodic flare-ups of the condition or assisting with the servicemember's recovery. Provide your **best estimate** of how often (frequency) and how long (the duration) the intermittent episodes will likely last.

Over the next 6 months, intermittent care is estimated to occur_____times per (☐ day / ☐ week / ☐ month) and are likely to last approximately_____(☐ hours / ☐ days) per episode.

Signature of Health Care Provider_____**Date**_____*(mm/dd/yyyy)*

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN IT TO THE PATIENT.

Personnel

Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

Legal Reference: Neb. Rev. Stat. '48-234

Policy Adopted: March 13, 2000
Policy Reviewed/Revised: May 14, 2007; April 13, 2015; March 13, 2023

Personnel - All Employees

Drug and Substance Use and Abuse

It is the policy of the David City Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.

2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Policy Adopted: June 13, 2022
Policy Reviewed: March 13, 2023

APPENDIX 1

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING: FEDERAL REGULATIONS, DAVID CITY PUBLIC SCHOOLS' COMPLIANCE POLICIES AND PROCEDURES, AND EDUCATIONAL MATERIALS

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, David City Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) **The persons designated by David City Public Schools to answer employee questions about these materials are**:

Superintendent of Schools
Transportation Director

(B) **The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are**:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) **The term "safety-sensitive functions" means**:

(1) All time waiting to be dispatched, unless the driver has been relieved from duty;
(2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
(3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
(4) All time, other than driving time, in or upon any commercial motor vehicle;
(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
(6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
(7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) **Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes**:

1. **Alcohol concentration.**
   No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
   No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
   No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
   No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
   No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
   No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
   No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
   No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. **Post-accident testing.**
(a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
   (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

(b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) **The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) **An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

(H) **A "refusal to submit" to an alcohol or controlled substance test includes:**

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) **The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

(i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and

(ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) **The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) **Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees upon request.

Policy Adopted: June 13, 2022
Policy Reviewed/Revised: March 13, 2023

Personnel

Receiving Agents

No school employee shall visit with or discuss business matters of a personal nature with any representative during the hours the employee is on duty in the school, except by special permission of the principal or Superintendent.

Any agent or business representative calling on school personnel about school matters, such as textbooks, publications of the school, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the principal or the Superintendent and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives. Any employee who orders supplies or equipment without express authorization of the Superintendent (and/or administrative department head) for such order shall be personally liable for payment of bill and for the material so ordered.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

PERSONNEL

FAIR LABOR STANDARDS ACT (Minimum Wage & Overtime)

Work Week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

Salaried 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 exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's 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.

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. 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, and for absences due to any budget-required furlough.

Legal Source: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; 29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Policy Adopted: June 10, 2004
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel - All Employees

Shredding Consumer Reports

It is the policy of David City Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports.[1] A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

(1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverising such papers are also options where appropriate.
(2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
(3) After due diligence,[2] entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

Policy Adopted: December 12, 2005
Policy Reviewed/Revised: May 14, 2007, June 8, 2015; March 13, 2023

[1] "The term 'consumer report' means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for . . .(B) employment purposes." Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

[2] The FTC rule states: "In this context, due diligence could include reviewing an independent audit of the disposal company's operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company's information security policies or procedures, or taking other appropriate measures to determine the competency and integrity of the potential disposal company."

Social Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of use more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
    a. As an identification number for occupational licensing.
    b. As an identification number for drug-testing purposes except when required by state or federal law.
    c. As an identification number for District meetings.
    d. In files with unrestricted access within the District.
    e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
    f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number District for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's coworkers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Full implementation of this Policy shall occur by September 1, 2008.

Legal Reference: Laws 2007, LB 674
5 USCS § 552a (note) (Privacy Act of 1974)

Policy Adopted: September 10, 2007
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

eliminate

w/ FMLA (4007)

Article 4

Policy 4022

Personnel - All Employees

Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees must notify the Superintendent as soon as they receive notification of activation. Employees will attach a copy of their orders to a district leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166;
Neb. Rev. Stat. §§ 55-501 to 55-507
29 U.S.C.A. §§ 2611, et seq. and 29 CFR Part 825
38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Policy Adopted: June 11, 2007
Policy Revised/Reviewed: August 12, 2008; June 8, 2015; March 13, 2023

Personnel - All Employees

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. § 48-1230

Policy Adopted: August 10, 2010
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

Personnel - All Employees

Professional Boundaries Between Employees and Students

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

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

- Using written notes, 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). The Remind App is the preferred method of communication for all school organizations. **Thrillshare**, which posts messages to the District's Twitter account and Facebook page, is also an appropriate means of communication to keep students, parents, and community members informed of school happenings.

- 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, unless the student happens to be a family member or relative.

- 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 as soon as practical.

Any 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.

Legal Reference: LB 1080 (2020)

Policy Adopted: November 11, 2019
Policy Reviewed/Revised: October 12, 2020; March 13, 2023

Personnel - All Employees

Prohibition on Aiding and Abetting Sexual Abuse

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

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

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

Legal Reference: ESSA sec. 8038, § 8546

Policy Adopted: July 7, 2016
Policy Reviewed/Revised: March 13, 2013

Personnel - All Employees
Workplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:

   a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
   b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
   c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
   d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
   e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

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

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

Legal Reference: Laws 2016, LB 821
Policy Adopted: July 7, 2016
Policy Reviewed/Revised: March 13, 2023

Personnel - All Employees

Wage Information

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

Legal Reference: LB 217 (2019)

Policy Adopted: June 10, 2019
Policy Reviewed/Revised: March 13, 2023

Personnel - All Employees

Injury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Report Illness or Injury

Employees are to report the necessity of absence to the principal and supervisor at the earliest possible moment.

In the event of accident or injury sustained by an employee while in pursuit of his duties in the schools, it is highly important that immediate report of such injury or accident be made to the superintendent of schools. All school employees come under the provisions of the Nebraska Workmen's Compensation Law. Failure to make prompt report of injury may jeopardize an employee's rights. All injuries or accidents suffered in the course of employment should be reported promptly, even though such injuries or accidents may seem trivial at the time.

Legal Reference: LB 1186 (2020)

Policy Adopted: October 12, 2020
Policy Reviewed/Revised: March 13, 2023

Article 4

Policy 4110

Personnel

formerly 4130

Employment Contracts

A contract for employment for a teacher shall be in writing. Contracts shall be executed in the manner as outlined by state statutes. A probationary teacher means a teacher who has served under a contract for less than three successive years. A teacher who earns tenure has completed the probation period. The continuing contract provisions are in effect for teachers.

Legal Reference: 79-817 Schools; contracts of employment; writing required
79-818 Board of education; employment of teachers and administrators contracts; how executed; prohibitions
79-824-842 Teachers; contract; renewed; exception; amend; terminate; due process; hearing; special procedures

Policy Adopted: January 10, 1983
Policy Revised/Reviewed: June 11, 2007; June 8, 2015; March 13, 2023

Personnel - Certificated Employees

Substitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers **(except full-time substitute teachers)** will be set by the Board, provided that after a substitute employee has been on duty for ten (10) consecutive school days, such substitute teacher shall be paid on a per diem rate of the first step on the salary schedule. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Policy Adopted: June 13, 2022
Policy Reviewed/Revised: August 8, 2022; March 13, 2023

Personnel

Policy 4150

Evaluation

formerly 4135

The David City Board of Education recognizes that the teaching process is extremely complex. The appraisal of this process is a difficult and technical function. Because it is universally accepted that good teaching is the most important element in a sound educational program, teacher appraisal must be done.

Therefore, the Board delegates to the professional staff the responsibility of developing, organizing and implementing a system-wide program of evaluating the instructional process as one means to insure quality control of instruction.

The evaluation will include criteria in the areas of instructional performance, classroom organization and management, and personal and professional conduct.

Evaluation of teaching will also include criteria from the four domains of the Marzano Focused Teacher Evaluation Model:

Standards-Based Planning: Planning Standards-Based Lessons/Units; Aligning Resources to Standard(s); Planning to Close the Achievement Gap Using Data

Conditions For Learning: Using Formative Assessment to Track Progress; Providing Feedback and Celebrating Progress; Organizing Students to Interact with Content; Establishing and Acknowledging Adherence to Rules and Procedures; Using Engagement Strategies; Establishing and Maintaining Effective Relationships in a Student-Centered Classroom; Communicating High Expectations for Each Student to Close the Achievement Gap

Standards-Based Instruction: Identifying Critical Content from the Standards; Previewing New Content; Helping Students Process New Content; Using Questions to Help Students Elaborate on Content; Reviewing Content; Helping Students Practice Skills, Strategies, and Processes; Helping Students Examine Similarities and Differences; Helping Students Examine Their Reasoning; Helping Students Revise Knowledge; Helping Students Engage in Cognitively Complex Tasks

Professional Responsibilities: Adhering to School and District Policies and Procedures; Maintaining Expertise in Content and Pedagogy; Promoting Teacher Leadership and Collaboration

Legal Reference: 79-318 State Board of Education; Powers and Duties
79-501 Board of Education; employment of administrators and teachers
79-818 Employment of Teachers

Policy Adopted: November 18, 1985
Policy Reviewed/Revised: September 11, 2000; November 13, 2006; May 14, 2007; June 8, 2015; July 7, 2016; June 11, 2018; March 13, 2023

Teacher Evaluation Procedure:

formerly 4135R1

1. Teachers shall be evaluated on specific criteria. The district-defined criteria for teacher evaluation shall be measured by standards that are tied to the district's instructional goals.

2. The administrator will arrange for and conduct a pre-conference with non-tenured teachers. If requested by principal or teacher a pre-conference with a tenured teacher will be arranged. At the pre-conference a date will be set for the observation. A pre-conference will not be used for unannounced observations.

3. All probationary teachers shall be evaluated at least once each semester. The evaluation shall be based upon actual classroom observation for an entire instructional period for middle school and high school. Elementary teachers shall be observed for a minimum of 45 minutes.

4. Tenured teachers shall be observed at least once per academic year for an entire instructional period for middle and high school or 45 minutes for elementary.

5. The administrator will arrange for a post- conference for all formal observations and it will be held soon after the observation period.

6. The evaluator will provide written communication to the teacher specifying any deficiencies, a means for correction of the deficiencies, and a time line for implementing the suggested improvement. A teacher performing below acceptable levels for personal or professional reasons may be placed on a plan of assistance or be required to seek further professional development to improve.

7. Additional follow-up will be utilized in situations where improvement is needed or as seen fit by the administrator with unsatisfactory teacher performance.

8. The evaluation procedure shall be annually communicated, in writing, to the teachers.

9. All evaluators shall possess a valid Nebraska Administrative Certificate and shall be trained in the use of the district evaluation procedure. The district shall provide the training. The Superintendent or his or her designee shall conduct the training. Training sessions shall include, but not limited to:
    a. A review of the district teacher evaluation policies and procedures
    b. A review of the expectations for evaluation
    c. A review of the evaluation instruments
    d. A discussion of evaluation skills

10. All evaluations shall be documented in writing. Teachers may provide a written response to any evaluation document.

Rule Adopted: November 18, 1985
Rule Reviewed/Revised: July 14, 2003; October 11, 2004; May 14, 2007; August 8, 2011; July 7, 2016, June 11, 2018; March 13, 2023

Personnel

4150R2

Evaluation Instrument

formerly 4135R2

David City Public Schools strives for excellence in all areas. This commitment to excellence in the academic areas is demonstrated in many ways, including the extensive scope of class offerings. The same excellence is the goal for school personnel.

David City Public Schools has adopted Marzano's *Art and Science of Teaching* as the framework for providing quality instruction. Therefore, teacher performance will be evaluated in part using the four domains of the Marzano Focused Teacher Evaluation Model: Standards-Based Planning, Conditions For Learning, Standards-Based Instruction, and Professional Responsibilities.

iObservation will be the instrument used to conduct the evaluations.

The appraisal system is designed so the degree of administrator supervision is directly related to staff member mastery of performance standards rated as: 0 – Not Using; 1 – Beginning; 2 – Developing; 3 – Applying; 4 – Innovating.

**Appraisal forms are available for the following positions: Administrator, Coach, Instructional Personnel, and Instructional Support Personnel.

Policy Adopted:	September 11, 2000
Policy Reviewed/Revised:	November 13, 2006; May 14, 2007; June 8, 2015; July 7, 2016; June 11, 2018; March 13, 2023

Personnel

formerly 4136

Complaints

The David City Public Schools Board of Education recognizes that from time to time there will be complaints against faculty members. The David City Public Schools Board of Education believes solutions to problems and improvement of staff performance can only occur when all the facts are available to parents, board and teaching staff. This policy is designed to provide a process for handling such problems. All complaints regarding the performance of any faculty member shall be handled according to this policy.

Any faculty member, administrator or board member approached with a complaint shall inform the person(s) making the complaint of the proper method for registering the complaint. Complaints not filed following this policy will not be acted upon nor shall they be recorded or given any other official recognition.

All complaints shall be in writing and signed by the party making the complaint. The complaint shall specify the person(s) involved, details of the alleged misconduct or reason for the complaint and supply any supportive evidence.

Policy Adopted: November 11, 1996
Policy Reviewed: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Complaints

The following procedures will be followed in implementing this policy:

1. Complaints against faculty members shall be filed with the building principal. The school board shall be notified of all complaints.

2. All complaints must be filed in writing with the building principal within ten (10) working days of an incident during the school term or within ten (10) working days of the conclusion of the school year.

3. Upon receipt of a signed complaint against any faculty member, the principal shall meet privately with the faculty member and discuss the complaint. The faculty member may respond to the complaint in writing. The principal shall have the right to request any written documentation from either party he/she deems necessary in considering the proper solution.

4. If the principal feels that the complaint has grounds for further action, a Meeting may be held between the principal, faculty member, Superintendent and complaining party. The principal shall write a summary report of this meeting and distribute copies to all parties involved.

5. If the faculty member, Superintendent, or complainant feels the complaint has not reached a satisfactory solution, the complaint may be brought to the School Board for further consideration.

6. Each teacher, at the beginning of the school year, shall be apprised of the process outlined above.

7. Any decision made by the Board under this policy shall be final.

Policy Adopted: November 11, 1996
Policy Revised: May 14, 2007; June 8, 2015; March 13, 2023

4240 Appendix
DAVID CITY PUBLIC SCHOOLS
PERSONNEL COMPLAINT FORM

What is the nature of the complaint or allegation? (Be specific)

When did this occur? (Be specific)

What or Who are the source/sources of this complaint?

If this employee requests a hearing before the Board of Education would you be willing to testify before the Board regarding this complaint?

DATE OF COMPLAINT FILING

SIGNATURE OF COMPLAINANT

OFFICE USE ONLY:

Date Received:

Personnel

Official Records and Reports

All school employees shall furnish the Superintendent or principal promptly any information relating to their professional training, experience, activities, or work which is required for reports to county or state officials or for official school records. Data of a personal nature shall be treated confidentially by school officials.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Term and Renewal of Contract

The contract for employment between a teacher and the Board of Education, representing the local district, may be entered into for a period not to exceed one year. The Board, at its discretion, may enter into contract with a Superintendent or principal for a period not to exceed three years. Such contract shall be deemed renewed in accordance with law.

Certified staff will be required to return a letter of intent by April 1 of each contract year. A failure to accept employment for the next school year by April 1st is just cause grounds for termination.

Legal Reference:	79-817-822 79-829	Schools; contracts of employment; contracts

Policy Adopted:	January 10, 1983
Policy Reviewed/Revised:	May 14, 2007; June 8, 2015; May 13, 2019; July 12, 2021; March 13, 2023

Personnel

Term of Contract

School Personnel Cycle:

	Evaluation	Rehire
Superintendent	December	December/January
Principals & AD	January	January/February
Teachers	Prior to March	March/April
Classified	March	March/April

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Administration Certification

At the time of his/her employment the Superintendent must hold a Nebraska Professional Administrative Certificate endorsing him/her as a Superintendent K-12.

At the time of his/her employment the secondary principal or elementary principal must hold a Nebraska Administrative and Supervisory Certificate or a Nebraska Professional Administrative Certificate endorsing him/her as a principal for the level assigned.

Legal Reference: 79-801 Administrative and Supervisory Certificate.

79-804 Registration with County Superintendent Required

Policy Adopted: January 10, 1983 ?
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Teacher Certification

All newly employed teachers shall have a Bachelor's Degree, and must be fully qualified by the State Department of Education for the area to which they are to be assigned.

It is the responsibility of the employee to see that the credential is submitted to the district. The district will record the credentials as required by law.

If for any reason the employee fails to register the credential, after notification of employment, the date of actual registration becomes the first day for which he/she can be paid.

It shall be the responsibility of the certificated employee to see that his/her credential is renewed before the date of expiration and to file the renewal with the district. A credential may be renewed during the year in which it expires; however, this should be done at least six weeks prior to the date of expiration.

Legal Reference: 79-802 Nebraska certificate; prerequisite to teaching;
79-804 Teacher's or administrator's certificate; registration of funds of school district.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Assignment

The Superintendent shall assign all principals, teachers, custodians, and other employees to the particular school in which they will work and shall assign their major teaching responsibilities or duties. The building principal shall have the authority to assign specific responsibilities and duties, such as classes to be taught, noon and recess duties, sponsorship and direction of out-of-class activities, supervision of pupils in halls, study halls, cafeterias, playgrounds and school grounds, work on faculty committees and staff activities, and the like. Assignments shall, in so far as possible, provide for equitable and fair distribution of duties, teaching load, and other responsibilities, except for personnel whose contract as basis of employment indicated special duties and load.

Any teacher who is aggrieved with his assignment of duties and responsibilities may appeal for the principal to the Superintendent and from the Superintendent to the Board of Education.

Legal Reference: 79-817 Schools; contract of employment; writing required.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Discipline

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which he or she seems unable to cope should be referred to the principal. Exclusion from class for a brief time may be necessary in order to provide time for the principal and/or teacher to confer with parents in regard to a solution of the problem.

Corporal punishment shall be prohibited in the David City Public Schools.

Policy Adopted:	January 10, 1983 ?
Policy Reviewed/Revised:	May 14, 2007; June 8, 2015; March 13, 2023

Personnel

School Day

Teachers are expected to be on call between the hours of 7:45 a.m. and 3:45 p.m. each day Monday through Friday and shall be on duty at their assigned responsibilities on those days (as assigned) unless otherwise excused. In addition, teachers may be assigned responsibilities at other hours by the principal or Superintendent for supervising or directing school activities or affairs or for participating in affairs under the direct sponsorship of the school in accordance with established policy and on a nearly an equal basis as possible.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Calendar

The Board of Education shall annually set the dates the schools will be in session and the days the school employees are to be on duty.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel - Certificated Employees

Standards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

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 sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

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 professional decisions.

4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

5. Shall not exploit professional 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 have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.

8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

9. Shall report to the Superintendent any known violation of these standards.

10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator 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 educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.

2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.

7. Shall not discipline students using corporal punishment.

8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

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 educator bears particular 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 educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator'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 professional judgment.

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 his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.

3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional 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 professional business through designated procedures, when available, that have been approved by the Board of Education.

5. Shall not assign to unqualified personnel tasks for which an educator is responsible.

6. Shall permit no commercial or personal exploitation of his or her professional position.

7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Policy Adopted: July 13, 2020
Policy Revised/Reviewed: March 13, 2023

Personnel

Reduction in Force

Reductions in certificated staff which may be required due to decreasing enrollments, changes in financial support, changing programs or other factors, will be accomplished, when possible, through the normal procedures of resignations, retirement, and/or other methods of attrition of staff.

In the event that it becomes apparent that the necessary staff reductions may not be accomplished through normal attrition, the Superintendent and Board of Education shall present competent evidence demonstration that a change in circumstances has occurred necessitating a reduction in force. The Superintendent will recommend to the Board of Education the name or names of those individuals under consideration in a reduction in force termination. In no event shall a reduction of permanent or tenured employee take place before a probationary or part-time employee is retained to render a service which such tenured employee is qualified.

A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.

79-824 to 79-842
79-846 to 79-849

Policy Adopted: March 10, 1997
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Reduction in Force

Any employee whose contract shall be terminated because of reduction in force shall be considered to have been "dismissed with honor" and shall upon request be provided a letter to that effect. Such employee shall have preferred rights to reemployment for a period of twenty-four (24) months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which have accrued to said employee prior to termination, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

A certified staff member must notify the Superintendent by March 1st of any new certificate qualifications or endorsement that will be completed by the conclusion of the current school year. The teacher's new endorsement will not be considered in a reduction in force if the teacher fails to file it. Any teacher whose employment has been terminated due to a reduction in force should continue to be responsible for filing endorsements and changes of address with the administration.

A certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school district.

Certified staff members who are notified that they may be considered for termination shall be given an opportunity for a hearing with the Board of Education prior to the time that final action is taken, pursuant to the laws of the State of Nebraska.

Notwithstanding sections 79-1254.05 to 79-1254.08, if the reduction of an employee based upon the provisions of this act would place a district in noncompliance of any federal or state law or regulations requiring affirmative action employment practices, the district may vary from these provisions as necessary to comply with such laws or regulations.

The process of selecting personnel for reduction in force will involve consideration of (not listed in order of importance) (1) length of service; (2) program to be offered; (3) contribution to the activity program; (4) areas of certification and endorsement which may be required to maintain accreditation; (5) special qualifications that may require specific training and/or experience; (6) the retention of a viable academic program; (7) state and federal regulations which may mandate certain employment practices; (8) performance evaluations.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

79-846 to 79-849

Policy Adopted:	March 10, 1997
Policy Reviewed/Revised:	May 14, 2007; June 8, 2015; March 13, 2023

Personnel - Non-Certificated Employees

Qualifications of Non-Certificated Employees

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

Policy Adopted:	May 13, 2013
Policy Reviewed/Revised:	June 8, 2015; March 13, 2023

Personnel - Non-Certificated Employees

"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Policy Adopted: May 13, 2013
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

Article 4

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Personnel

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Substitute Teachers

Substitute teachers are to be selected by the principal with the Superintendent's permission. The amount paid to substitute teachers will be determined by the Board of Education.

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Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

PERSONNEL

COACH'S AIDES

A coach's aide shall be defined as an individual that is not employed by the District on a part-time or full-time basis; however they are placed in a position of assisting the coaching of an activity team or organization.

Policy Adopted:	April 11, 2005
Policy Reviewed/Revised:	May 14, 2007; June 8, 2015; March 13, 2023

PERSONNEL

COACH'S AIDES

A paid coach's aide is an individual that has been selected to help the coaching staff in a particular sport or activity. Paid coaches aides must be paid on an hourly basis at a rate set by the superintendent. Time spent in practice, travel to and from contests and time during the contests, and team or coach's meeting required by the head coach will be paid. Paid coaches aides cannot be considered a head coach and must be under the direct supervision of a head coach. All paid coach's aides must abide by the code of conduct required of all employees of the district. If a paid coach's aide does not possess a coaching certificate, they must complete the three on-line courses approved by the NSAA. Such courses must be completed within one year with the date being established by the Activities Director.

A volunteer coach's aide is an individual that has offered to donate his/her time to assist with a specific activity. A volunteer coach's aide must agree to provide time and services for no pay. A volunteer coach's aide must abide by the code of conduct required of all employees of the district. A volunteer coach's aide must complete a volunteer form. A volunteer coach's aide may be required to complete on-line courses approved by the NSAA.

Specific Conditions for Coach's Aides

A coach's aide must meet all of the criteria and behavioral expectations required of any individual that is employed by the school district. At any time a coach's aide may be relieved of his/her duties if behavior does not meet the standards of the school district.

A coach's aide must complete an application form to be considered for a coach's aide position.

The application by a candidate, for a coach's aide position, must be submitted to the activities director by the head coach of the activity and must be signed by the head coach indicating acceptance of the applicant.

The activities director must approve the application and then present the application to the superintendent for consideration and approval.

A coach, activities director, and superintendent may recommend individuals as coach's aides; however, the Board of Education has final say over the use of coach's aides and the involvement of any individual as an aide whether they are paid or voluntary.

Policy Adopted: April 11, 2005
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

COACH'S AIDE/VOLUNTEER AGREEMENT

The Volunteer and David City Public Schools ("School District") agree as follows:

1. **VOLUNTEER SERVICES.** The Volunteer voluntarily offers to provide services as a coach's aide for the following activities or sports: _____. The Volunteer will be responsible for providing services in accordance with the directions of the coaches and the Athletic Director, which include the following:

   a. Working with Students. Coach and supervise students participating in the activity during practice, travel, and competitions. Assist in assuring that students engage in good sportsmanship and follow team and school rules. Implement due process disciplinary procedures consistent with school policy. Explain eligibility requirements and participation rules to students and follow rules. Treat students fairly and without discrimination and provide them with a positive activity experience. Maintain student confidentiality.

   b. Planning. Assist with planning and implementing practice and competition objectives and strategies under the direction of the head coach. Assist with scheduling of interscholastic contests.

   c. Equipment and Safety. Assist with the general upkeep and inventory of equipment, supplies and uniforms and assisting to assure safety conditions of facilities and equipment.

   d. Communication and Records. Perform assigned communication and record-keeping duties, which may include reporting or turning in accurate equipment records, practice and competition scores/times, etc., rosters, student award or recognition records, communications to students and parents about scheduling and expectations, etc.

   e. Positive Relations. Develop positive relations with parents, school staff, the community and other schools and serve as an appropriate role model for the students.

   f. Development. Attend coaches meetings and in-services to be familiar with rules, expectations and innovative ideas or techniques.

   g. Attendance. Regular, dependable attendance is an essential function of this service. The Volunteer must have the physical and mental ability to effectively perform the above expectations.

2. **NO COMPENSATION.** The Volunteer is providing the services voluntarily based on a desire to be of service to the School District. The Volunteer is willing to provide the service without compensation and will accept no more than such nominal stipend as the School District may determine to give. The Volunteer will not be an employee of the School District and the Volunteer will not be eligible for workers compensation or unemployment benefits. The Volunteer acknowledges that the Volunteer is not employed by the School District to perform services similar or identical to those which she is to perform as a volunteer hereunder.

3. **COMPLIANCE WITH DISTRICT RULES.** The Volunteer will follow all school district policies involving activities and all district policies regarding safety, student treatment and non-discrimination and will adhere to the conduct expectations which the head coach is to follow.

4. **INDEMNIFICATION AND RELEASE.** The Volunteer is aware of the dangers involved in serving as a coach's aide. The Volunteer assumes all risks in connection with participation as a coaches aide and releases the School District, its administration, employees and board members from any claims for any injury or damage connected or related to participation as a coaches aide, whether foreseen or unforeseen; and further agrees to indemnify and hold the School District harmless from any claim which may arise out of Volunteer's participation as a coaches aide.

5. **ENDING VOLUNTEER PARTICIPATION.** The Volunteer may withdraw from participation as a coach's aide at any time and the School District may likewise end the Volunteer's participation as a coach's aide at any time without cause.

_____ **Volunteer**	**David City Public Schools** _____ By: School Official
_____ Date	_____ Date

APPLICATION (updated March 2023)
FOR CONSIDERATION FOR A POSITION AS A COACH'S AIDE

NAME: _____ **Date:** _____

ADDRESS: _____ **Phone:** _____

APPLYING FOR A COACH'S AIDE POSITION FOR: _____

Describe any experience as a participant or as a coach/sponsor that you have with the activity for which you are applying to be a coach's aide.

_____
_____
_____
_____
_____

Please answer the following questions with "yes" or "no" and provide any explanation you wish to in the following space.

Are you willing to take courses developed and endorsed by the NSAA to receive a coaching certificate? _____
Do you agree to follow the professional standards of conduct as required and expected from all professional staff at David City Public Schools? _____
Have you ever been charged or convicted with a crime other than a traffic violation?
_____

Do you have a child or relative that will be participating in the activity? _____

Explanation of any of the above questions:

_____
_____
_____

A background check can be obtained using your driver's license number. Please provide:
_____

Do you have any other comments to support your application?

_____
_____

Signatures: Applicant: _____ **Head Coach/sponsor:** _____

Activities Director: _____ **Superintendent:** _____

Approval by the Board of Education: Yes No **Date:** _____

Personnel - Non-Certificated Employees

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Policy Adopted: June 10, 2013
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

Personnel - Non-Certificated Employees

Complaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the Superintendent.

Policy Adopted: June 10, 2013
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

Classified Personnel

Bus Drivers

Bus drivers are selected from qualified applicants by the Superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Bus drivers will be paid at a daily rate established annually by the Board of Education for each morning and afternoon route. Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips. Bus drivers will also be paid to attend required training, to wash their bus twice each month, and for the use of electricity on days they plug in the school bus at home. Bus drivers receive twenty (20) hours of PTO and are entitled to single health and dental insurance benefits.

Substitute drivers will be paid according to the procedures outlined above.

Legal Reference: Neb. Rev. Stat. ' 79-608
NDE Rules 91 and 92

Policy Adopted: June 10, 2013
Policy Revised/Reviewed: April 13, 2015; March 13, 2023

Personnel

Standards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional 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 relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner 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 duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Policy Adopted: July 13, 2020
Policy Reviewed/Revised: March 13, 2023

Classified Employee Notice of Performance Concerns
David City Public Schools

Employee _____ Date of Review _____

Location _____ Position _____

CONCERNS: Check appropriate items(s)

☐ Knowledge and performance of job	☐ Failure to follow policies
☐ Attendance	☐ Ability to work cooperatively with others
☐ Punctuality	☐ Failure to exhibit appropriate judgment and tact
☐ Neglect of Duty	☐ Other

Description of Incident including date(s) of occurrence:
Recommendations for Improvement:

Supervisor _____ Date _____

* Employee _____ Date _____

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

Original to file; copies to Employee, Supervisor
Policy Adopted: June 8, 2015
Policy Reviewed/Revised: March 13, 2023

Personnel - All Employees

Staff Payments During Closure

In the event of inclement weather, a pandemic, or other unexpected or extraordinary circumstances, the Board of Education or the Superintendent may close school or a particular school building in order to protect staff and students from harm, and will establish a reopen date when it is safe to return. If such closure extends for a long period of time as determined by the Superintendent, then the Superintendent may implement procedures, agreements, or other requirements to compensate staff during a closure to ensure staff return to employment after the closure. The District may consistently pay staff according to District policies and procedures already established by salaries or wages.

Legal Reference: 2 C.F.R. § 200.430

Policy Adopted: October 12, 2020
Policy Reviewed/Revised: March 13, 2023

Personnel

Grievances

Any school employee who is aggrieved by action or requirements of a superior school official may appeal to the Board of Education through proper procedure.

Teachers are to use the negotiated grievance procedure located in the Negotiated Agreement between the Board of Education and the David City Education Association. Other employees may appeal to the superintendent and present the basis for the complaint. If the employee, in their opinion, does not obtain satisfactory from the Superintendent, the employee may request the matter be brought to the attention of the Board of Education. If the Superintendent does not bring to the attention of Board, the employee may take the matter to the President of the Board.

Any person who believes she or he has been discriminated against, denied a benefit or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of the law may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel
Grievances

DEFINITIONS
Steps in the Grievance Procedure

Step	Type	Presented By	Presented To	Method of Presentation	Method of Response	Time Allowed For Response	Time Allowed For Grievant To Accept or Advance to Next Step
1	Informal	Grievant	Bldg Principal	Oral	Oral	Immediate	3 School Days
2	Formal	Grievant	Bldg Principal	Written Form A	Written Form A	3 School Days	5 School Days
3	Formal	Grievant	Superintendent	Written Form B	Written Form B	5 School Days	Next possible School Board Meeting
4	Formal	Grievant	School Board	Written Form C And Oral	Written Form C	25 School Days	

1. One or two members of the David City Education Association's Professional Rights and Responsibilities Committee may help the grievant prepare his or her forms and may be present with the grievant during a presentation after Step 1.

2. All forms for filing grievances, responses, etc., shall be prepared jointly by the Superintendent and the David City Education Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of the participants.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

FORMAL GRIEVANCE PRESENTATION
STEP TWO
(To be completed by aggrieved person)

Aggrieved Person: _____ Date of Formal Presentation: _____

Home Address of Aggrieved Person: _____

School: _____ Principal: _____

Subject Area of Grade: _____

Name of Association School Rep: _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

_____ Date: _____
(Signature of Aggrieved)

DECISION OF PRINCIPAL (OR OTHER ADMINISTRATOR) AND REASONS THEREFOR:
STEP TWO
(To be completed by principal within 3 days of formal grievance presentation)

_____ Date: _____
(Signature of Principal)

AGGRIEVED PERSON'S RESPONSE
(To be completed by aggrieved within 3 days of decision)

___ I accept the above decision of principal (or other administrator).

___ I hereby refer the above decision to the Association's Professional Rights And Responsibilities Committee for appeal to the Superintendent of Schools.

_____ Date: _____
(Signature of Aggrieved)

FORMAL GRIEVANCE PRESENTATION
STEP THREE
(To be completed by aggrieved person)

Aggrieved Person: _____ Date of Formal Presentation: _____

Home Address of Aggrieved Person: _____

School: _____ Principal: _____

Subject Area of Grade: _____

Name of Association School Rep: _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

_____ Date: _____
(Signature of Aggrieved)

DECISION OF SUPERINTENDENT (OR OTHER ADMINISTRATOR) AND REASONS THEREFOR:
STEP THREE
(To be completed by Superintendent within 5 days of formal grievance presentation)

_____ Date: _____
(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE
(To be completed by aggrieved within 3 days of decision)

___ I accept the above decision of Superintendent (or other administrator).

___ I hereby refer the above decision to the Association's Professional Rights And Responsibilities Committee for appeal to the Board of Education.

_____ Date: _____
(Signature of Aggrieved)

REVIEW BY BOARD OF EDUCATION
STEP FOUR

The attached Grievance is hereby appealed to the Board of Education for a review and hearing.

_____
(Signature of Grievant)

_____
(Signature of PR and R Chairperson)

BOARD RESPONSE:

(To be completed by Board of Education Chairperson within 5 days after Board of Education hearing with aggrieved and Association PR and R Committee representatives; Board of Education hearing to be held within 25 days after receipt of appeal).

Date Appeal Received by Board of Education: _____

Date Hearing Held by Board of Education: _____

DECISION OF BOARD OF EDUCATION AND REASONS THEREFOR:

_____ Date: _____
(Signature of Board Chairperson)

Policy Approved: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

State and Federal Grievances
(Title IX, Title VI and Section 504 and any other State or Federal law grievance procedures for students, faculty, staff and any other persons)

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, staff and other person grievances. A grievance hereunder is a claim by a student, faculty member, staff member, or any other person (grievant) that a violation of Title IX, Title VI Section 504, or any other state or federal law regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

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

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

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

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

Procedures

Level One

A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at his level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate

supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination, discrimination on the basis of handicap, or such other prohibited discrimination. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the resolution of the grievance at Level Two or if the principal or the immediate supervisor is the cause of the grievance, the grievant may submit the written grievance within five (5) days thereafter to the superintendent. The superintendent of schools and Director of Title IX, Section 504, Title VI, and other state or federal law, will respond in writing to the written grievance within five (5) days thereafter.

Level Four

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

Rule Adopted: January 10, 1983
Rule Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel

Outside Employment

No teacher or other school employee may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the School District, However, provided there is no interference with the school duties, school employees may engage in employment or carry on business transactions for profit outside of school hours and on school holidays. If such employment or engagement in business activities is on a regular basis and/or of frequent occurrence, the school employee shall submit a written notice to the Building Principal and Superintendent of Schools, indicating their intent to carry on such outside activities. The notice shall show the hours and times of the day and week to be devoted to such activities, location and nature of the activity, and other pertinent information. Unless the Building Principal and Superintendent of Schools object, such employment or business activity may then be under taken, but subject to the general requirement that it in no way interferes with full discharge of school responsibilities. A teacher or school employee may appeal the decision of the Building Principal and Superintendent of Schools to the Board. The Building Principal and Superintendent of Schools shall keep a list of outside employment by staff on file and update on an annual basis.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; May 13, 2019; March 13, 2023

Personnel

Extra Compensation

Except as it may be the subject of a separate agreement between the Board of Education and the individual school employee, the District will not pay extra compensation to any school employee beyond the terms of his or her contract. One of the essential conditions of employment by the District is a willingness on the part of each employee to perform the duties and tasks usually expected of a person occupying such a position.

The particular duties and responsibilities will be assigned by the Superintendent and the principal or activities director, and unless they are unfair and unreasonable, the employee is expected to perform them as a part of his or her employment.

If the employee feels that unreasonable demands are made, he or she may appeal to the Superintendent and the Board of Education through the formal grievance procedure.

Extra pay will be granted for working extra-curricular events including assignments such as: announcers, clock operators, scorebook keepers, gate attendants, football chain gang, volleyball line judges, officials for junior high and reserve games, supervisor of events in which an administrator is not in attendance.

See Attached Extra Compensation Pay Schedule – Appendix 1

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; November 13, 2018; November 9, 2020; July 11, 2022; March 13, 2023

4040 Appendix Extra Compensation Pay Schedule

Activity Related	**2021-22**	**2022-23**	**2023-24**
7-12 FB Announcer, Clock Operator, Chain Gain	$30 per game	$40 per game	$40 per game
7-12 FB Gate Attendants	$25 per night	$30 per night	$30 per night
7-12 VB Line Judges	$45 per night	$50 per night	$50 per night
7-12 VB Clock Operator, Scorebook Keeper	$20 per match	$25 per match	$25 per match
9-12 VB Gate Attendants	$30 per night	$35 per night	$35 per night
7-8 VB Gate Attendants	$20 per night	$25 per night	$25 per night
7-12 VB Officials	$35 per game	$40 per game	$40 per game
9-12 SB Scorebook Keeper	$20 per game	$25 per game	$25 per game
9-12 SB Gate Attendants - 3 games	$30 per night	$35 per night	$35 per night
9-12 SB Gate Attendants - 2 games	$25 per night	$30 per night	$30 per night
7-12 BB Clock Operator	$30 per game	$35 per game	$35 per game
7-12 BB Scorebook Keeper	$20 per game	$30 per game	$30 per game
9-12 BB Gate Attendants - 3 games	$30 per night	$35 per night	$35 per night
9-12 BB Gate Attendants - 2 games	$25 per night	$30 per night	$30 per night
9-12 BB Gate Attendants - 1 game	$20 per night	$20 per night	$20 per night
7-8 BB Gate Attendants - 2 games	$20 per night	$25 per night	$25 per night
7-12 BB Officials	$40 per game	$45 per game	$45 per game
7-12 WR Announcer	N/A	$20 per dual	$20 per dual
		$80 per invite	$80 per invite
7-12 WR Table Help	N/A	$25 per dual	$25 per dual
		$125 per invite	$125 per invite
7-12 WR Computer Entry/Setup	N/A	$250 per invite	$250 per invite
7-12 WR Gate Attendants	N/A	$20 per dual	$20 per dual
		$80 per invite	$80 per invite
7-12 TR Announcer	N/A	$40 per quad	$40 per quad
		$60 per invite	$60 per invite
7-12 TR Help	N/A	$50 per quad	$50 per quad
		$125 per invite	$125 per invite
7-12 TR Computer Entry/Setup	N/A	$250 per invite	$250 per invite
7-12 TR Gate Attendants	N/A	$30 per quad	$30 per quad
		$60 per invite	$60 per invite
7-12 Event Supervisors	$25 per night	$30 per night	$30 per night
7-12 Concession Workers	$20 per session	$25 per session	$25 per session
Striv/Hudl/Videoboard Workers	N/A	$25 per night	$25 per night

Policy Revised: March 13, 2023

Personnel

Coaches and Activity Sponsors Professional Leave and Clinic Attendance

The District recognizes that some certified staff assigned to sponsor or coach extra-curricular activities have a professional duty in these assigned areas as well as within their teaching assignment. Therefore, the district will establish specific rules and regulations to allow for professional growth and improvement of individuals in those positions.

Policy Adopted: December 9, 2002
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; May 13, 2019; March 13, 2023

Personnel

Coaches and Activity Sponsors Professional Leave and Clinic Attendance

I. Varsity Head Coaches and Activity Sponsors

A. A head coach or activity sponsor of an extra-curricular activity will be allowed one professional leave day per season, per year to attend NSAA state finals in the activity they are assigned to sponsor. If more than one day of leave is requested, the employee must use personal leave, if such leave is available. This leave would be considered as part of the two (2) days of professional leave as outlined in the negotiated agreement.

B. A head coach or activity sponsor of an extra-curricular activity will be required to attend an annual clinic, which provides specific training in the activity that the employee is assigned to sponsor. The clinic must be approved by the Building Principal and Activities Director. This leave would be considered as part of the two (2) days of professional leave as outlined in the negotiated agreement.

C. Clinics that require extra travel and/or travel expenses, i.e. out-of-state clinics may be allowed, with registration and travel expenses paid by the school district, if approved by the Building Principal and Activities Director and funds have been budgeted by the Superintendent.

The school district will pay membership to the Nebraska Coaches Association (NCA) or comparable state organization for activity sponsors and will pay the registration fee to the NCA annual clinic in the summer for all high school and junior high coaches.

II. Assistant Coaches and Activity Sponsors Including All Junior High

A. For every two years an employee is assigned to the same activity as an assistant coach, junior high coach, or sponsor, one day of professional leave will be granted to attend NSAA state finals in the activity they are assigned as assistants. If more than one day of leave is requested, the employee must use personal leave, if such leave is available. This leave would be considered as part of the two (2) days of professional leave as outlined in the negotiated agreement. Employees are required to use personal leave to attend NSAA state finals if they attend other than every other year.

B. An assistant coach or activity sponsor will be required to attend an annual clinic, which provides specific training in the activity that the employee is assigned. The clinic must be approved by the Building Principal and Activities Director. This leave will be considered as part of the two (2) days of professional leave as outlined in the negotiated agreement.

C. Clinics that require extra travel and/or travel expenses, i.e. out-of-state clinics may be allowed, with registration and travel expenses paid by the school district, if approved by the Building Principal and Activities Director and funds have been budgeted by the Superintendent.

The school district will pay membership to the Nebraska Coaches Association (NCA) or comparable state organization for activity sponsors and will pay the registration fee to the NCA annual clinic in the summer for all high school and junior high coaches.

III. Limitations

A. Only three coaches, either head or assistant(s), will be allowed professional leave to attend NSAA state finals on the same date.

B. Attendance at "major" clinics should be planned in a timely manner with as much advance notice as possible. The school administration will determine "priority" cases in the case of such limitations. The school district will pay registration and travel expenses if attendance at the clinic is approved.

C. In the case of multiple sponsorship of various activities by one single individual due to the nature of the small school environment, some discretion may need to occur. If sponsoring an activity requires one individual to be absent from his/her teaching duties for more than 5 days out of the year, the professional leave outlined in these rules and regulations may not be allowed.

IV. Clinics During Non-School Time

A. Any expenses incurred when coaches or sponsors attend clinics outside of the contractual time of the employee must have prior approval if reimbursement or payment is expected. Such expenses must fit within the budget established by the Superintendent.

V. Sponsors in Non-Athletic Activities

A. Personnel sponsoring ~~of~~ non-athletic activities are encouraged to attend workshops or clinics in their specific events, if available. For example, music sponsors are allowed professional days to attend the annual NMEA state conference. This leave would be considered as part of the two (2) days of professional leave as outlined in the negotiated agreement.

VI. Coaches/Sponsors Expert Engagement

A. Any coach or sponsor of an activity at David City Public Schools that is requested to participate in an activity in another school district or organization as an expert judge, clinician, presenter, panelist, etc. due to their unique skills

associated with an activity they sponsor will be granted one (1) day of professional leave per year. This leave will be associated with actual time required to perform the duty as requested from the organization outside of David City Public Schools and would not be considered as part of the two (2) days of professional leave as outlined in the negotiated agreement. Any time beyond the one (1) day will require use of personal leave or leave without pay upon approval from the Superintendent.

Policy Adopted:	December 9, 2002
Policy Reviewed/Revised:	May 14, 2007; June 8, 2015; May 13, 2019; March 13, 2023

Personnel

Salary Checks

Salary payments shall be made to all teachers in twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day.

Checks due on June 20 of any year shall be held the same number of days as days late in checking out at the close of the school year. Summer checks shall not be paid in advance unless the teacher is leaving the service of District 56 (with 30 days written notice prior to payroll date).

Effective September 1, 2002 all payroll checks will be paid through a system of direct deposit (ACH--automated clearing house). Salary will be deposited through an electronic system coordinated through the accounting software utilized by the district and the board approved bank depository. Employees will receive a monthly itemization of gross salary, itemized deductions, and net salary. Employer and employees will submit needed documentation to complete such transactions.

Policy Adopted: January 10, 1983
Policy Revised: December 11, 2000; May 14, 2002; May 14, 2007; June 8, 2015; March 13, 2023

Article 4

Policy 4033

Personnel

Salary Reduction

All assigned days missed which cannot be counted as sick leave days or personal leave days would reduce an employee's monthly check by the amount equivalent of 1/187 of the yearly salary or 1 over the number of days of service as specified on the contract for each day missed. The reduction shall be prorated if only a part of the day is missed according to the part of the day missed. This ruling is not to apply to days used for educational trips and meetings approved by the Superintendent.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; May 13, 2019; March 13, 2023

Personnel

Salary Checks and Deductions

Salary is paid on a twelve-month basis. Teachers must have a membership to the Nebraska Retirement System and will have deductions from their salary for this purpose. Income tax, social security tax, and authorized insurance premium deductions will also be made.

The first payment will be made to the employee on or before the twentieth of the month in accordance with the terms of the contract. All succeeding payments will be made on or before the twentieth day of the month thereafter while the contract is in force. Upon termination of the employment for any reason, the employee may be paid in one lump sum all salary due.

Policy Adopted: January 10, 1983
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

PERSONNEL

403 (b) Based Special Pay Deferral Plan

The Board of Education authorizes the administration to implement a plan that follows IRS Code Section 403(b). The plan shall follow current rules and regulations established by the IRS for 403(b) plans and shall be available for all employees.

Employees must utilize a Special Pay Deferral Plan offered by a company approved by the Superintendent or Superintendent's designee and each company must meet all legal requirements established by the IRS for the 403(b) plans. A listing of approved companies will be made available to all employees wishing to establish a 403(b) plan.

Policy Adopted: July 9, 2007
Policy Reviewed/Revised: June 8, 2015; March 13, 2023

Policy 4255

Classified Personnel
Paid Time Off (PTO) Days For 9 and 10 Month Employees

(Including but not limited to: paras, food service employees, bus drivers, elementary secretaries)

1. Classified Employees (9 and 10 Month) will be entitled to 10 Paid Time Off (PTO) Days.

   Employees may request PTO for:
   - Sick leave
   - Personal leave
   - Bereavement leave
   - Days when school is cancelled for weather related reasons
   - Parent-teacher conferences days
   - Any day scheduled as a teacher work day when the Employee is not required to be in attendance.

2. PTO is provided based on the number of hours the Employee is scheduled to work on the day the leave is taken. For example, if an Employee is scheduled to work eight (8) hours on a day that PTO is used, that day constitutes the use of one (1) day of PTO. PTO may not be used in increments of less than one-quarter day (2 hours) unless otherwise specified or approved.

3. Leave days are available on a proportionate basis throughout the year. For example, if twelve (12) days per year are available, one (1) day is available each month. The District may permit advance leave days to be taken at its discretion.

4. PTO will be pro-rated for Employees who typically work less than forty (40) hours per week. For example, regular bus drivers will be entitled to twenty (20) hours of PTO.

5. At the end of the agreement, the Employee will receive pay for any unused PTO.

6. Employees with previously accumulated leave from prior years (before 2014-15) will also receive pay for any accumulated leave at the end of the current agreement.

7. Principals must approve all PTO.

8. Classified Employees (9 and 10 month) must use PTO leave for all absences. If an Employee has no PTO leave available, only then may the Employee request a day of absence for no pay. The requests will be granted or denied at the discretion of the Superintendent based on the nature of the situation. Regular, dependable attendance is an essential function of the Employee's position.

9. The Superintendent will make the final decision on any leave as it relates to the intention of this policy.

Policy Adopted: April 13, 2015
Policy Reviewed/Revised: March 13, 2023

Classified Personnel
Vacation Leave and Holidays

All Classified Employees who work a twelve month schedule will be entitled to 10 days of vacation leave with full pay. After ten years of service, the twelve-month classified employee will be entitled to 15 days of vacation leave (not to run consecutively). After fifteen years of service, one additional day of vacation leave will be granted each year, up to a maximum combined total of 20 days of vacation leave per year. Unused vacation leave may not be carried over from one leave year to another so the Employee is instructed to use the entitled number of days of vacation leave.

Vacation leave is available on a proportionate basis throughout the year (for example, if twelve (12) days per year are available, one (1) day is available each month). The District may permit advance vacation leave to be taken at its discretion.

Vacation leave is provided based on the number of hours the Employee is scheduled to work on the day the leave is taken. For example, if an Employee is scheduled to work eight (8) hours on a day that vacation leave is used, that day constitutes the use of one (1) day of vacation leave. Vacation leave may not be used in increments of less than one-quarter day (2 hours) unless otherwise specified or approved.

All vacations are to be approved by the Superintendent in advance.

The following holidays are granted with full pay for 12 month classified staff:

Labor Day; Thanksgiving Day; Friday After Thanksgiving, Christmas Eve, Christmas Day; New Years' Eve; New Years' Day; Good Friday; Memorial Day; Fourth of July; 2 Floating Holidays

Custodians and full-time secretaries will be expected to work during vacation periods during the school year unless told otherwise.

A floating holiday was approved by the Board of Education on April 9, 1984. A floating holiday may be used for any of the school year vacation periods or on the Employee's birthday. An Employee must request a floating holiday and get approval in advance from the Superintendent.

Requests must be submitted to and approved by the Superintendent when an Employee plans to be gone on vacation or other foreseen reasons. If an emergency arises it must be handled accordingly. If possible, please call the office before 8:00 a.m. in these cases. Failure to submit a request and receive approval of a planned absence ahead of time could result in loss of pay for that absence.

The following holidays are granted with full pay for 9 and 10 month classified staff:

Labor Day; Thanksgiving Day; Friday After Thanksgiving, Christmas Eve, Christmas Day; New Years' Eve; New Years' Day; Good Friday; Memorial Day

Policy Adopted: April 9, 1984
Policy Reviewed/Revised: June 1, 2001; May 14, 2007; April 13, 2015; June 13, 2016; Jan 9, 2020; March 13, 2023

Classified Personnel
Sick Leave and Bereavement

All Classified Employees who work a twelve month schedule will be entitled to 10 days of sick leave with full pay. Sick leave is provided based on the number of hours the Employee is scheduled to work on the day the leave is taken. For example, if an Employee is scheduled to work eight (8) hours on a day that sick leave is used, that day constitutes the use of one (1) day of sick leave. Sick leave may not be used in increments of less than one-quarter day (2 hours) unless otherwise specified or approved.

Sick days are only available when the Employee is unable to perform assigned duties due to the illness or temporary disability of the employee or due to the employee needing to care for a member of the Employee's immediate family who is ill or has a serious health condition. Immediate family for purposes of sick leave means the Employee's parents, children, siblings, spouse, grandparents, and great-grandparents. Also included is death in Employee's immediate family defined as the Employee's parents, children, siblings, spouse, grandparents, great-grandparents, brother-in-law, sister-in-law, uncle, aunt, cousin, niece, and nephew of either the Employee or his/her spouse. Also included is attendance of a funeral of anyone else the employee has a relationship with and attendance would be reasonably expected ex. friend, neighbor, current or former coworker or colleague.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days.

If the Superintendent or Board of Education so requests, Employees claiming sick leave privileges shall file a doctor's certificate attesting to such personal illness or personal disability, further attesting to the dates which such Employee was medically unable to work.

An Employee who is temporarily ill or disabled from a medically determined condition relating to pregnancy, termination of pregnancy and child delivery, shall be considered personally ill or personally disabled under this policy.

All Classified Employees must use either sick leave or vacation leave for all absences. If an Employee has no sick leave or vacation leave available, only then may the Employee request a day of absence for no pay. The requests will be granted or denied at the discretion of the Superintendent based on the nature of the situation. Regular, dependable attendance is an essential function of the Employee's position.

Policy Adopted: April 13, 2015
Policy Revised/Reviewed: April 12, 2021; March 13, 2023

Personnel

Risk Management and Safety Committee

This School District is committed to providing and maintaining a safe and healthful work environment. This school district recognizes its responsibility in protecting and conversing it human and financial resources. Each employee of the school district should show concern for the safety of fellow employees, students and members of the public to prevent losses of these resources. Safety and health management is the ultimate responsibility of the Board of Education. Functional authority for continued development and implementation of health and safety is hereby delegated to the superintendent or the superintendent's designee is further hereby directed to establish the Safety Committee (s) so established shall adopt for this school district and maintain and effective written Injury Prevention Program. Management shall participate in the Safety Committee(s), and in safety education and training, and establishment of safety rules, policies and procedures as provided in this policy, the School District's written Injury Prevention Program or as otherwise provided by law or the Superintendent or the Superintendent's designee.

The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The School District shall develop and maintain a written Injury Prevention Program as required by law and the Superintendent or the Superintendent's designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Safety and health training, accident investigation, record keeping procedures and safety rules, policies and procedures shall be implemented as required by law.

Policy Adopted: February 15, 1994
Policy Reviewed: May 14, 2007; June 8, 2015; March 13, 2023

Article 4

Policy 4700

Personnel

Affirmative Action, Anti-Discrimination, Sexual Harassment

This School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This School District intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

I. Preventing Harassment and Discrimination of Employees and/or Students.

A. Purpose

David City Public Schools is committed to offering employment and educational opportunity to its employees and any student on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is prohibited. In addition, the David City Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on, for example, a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

a. Sexual harassment exists when:

(1) Supervisors, managers, students or others make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(2) Submission to or rejection of such conduct is used by supervisors, managers, students, or others as a basis for employment related decisions such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc.

(3) The conduct has the purpose or effect or unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

b. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene written, printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

(4) An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

B. Procedures

The following procedures will be utilized in the implementation of this policy.

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint the Superintendent of David City Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of David City Public Schools, the complaint may be processed to the Board of Education.

When a supervisor or teacher brings a complaint to the Superintendent of David City Public Schools, the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge or expulsion of the offending persons, etc. may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Policy Adopted: February 15, 1994
Policy Reviewed/Revised: May 14, 2007; June 8, 2015; March 13, 2023

Personnel - All Employees

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.

2. Teachers shall be available to students before and after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 15 minutes before the start of school and 15 minutes after the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a thirty (30) minute duty free lunch period.

3. All other staff shall be on duty as determined by the Superintendent.

4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Policy Adopted: March 13, 2023

Personnel - All Employees

Absence of Employees

1. An employee who finds it necessary to be absent from duty shall notify the office of the employee's immediate supervisor in advance of such absence and give (1) the reason for the absence; and, (2) the anticipated length of absence.

2. Employees requesting leave in order to perform other duties for which they will be compensated (court duty, consulting, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed.

3. Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies or law.

4. A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

Policy Adopted: March 13, 2023

Personnel - All Employees

Absence From Building

1. Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent. Employees shall check out of the building whenever absent during the day.

2. Employees may be excused from the building for periods not to exceed thirty (30) minutes with the approval of their immediate superior officer or Superintendent for matters of personal business which cannot be completed after regular school hours. PTO, personal, or vacation leave shall need to be requested and approved in the event the absence from the building exceeds 30 minutes.

Policy Adopted: March 13, 2023

C. Employee Resolution Process

In the event that an employee is uncertain as to whether a work is a "Covered Work," as defined by this policy, or whether such work will be created in their capacity as a District employee or created with any District-sponsored resources, the employee should first seek clarification from the Superintendent. In the event that the Superintendent is uncertain, the Superintendent may ask the Board to adopt a determination. In the event that the Superintendent or Board conclude that the employee's intended work will not be covered under this policy, the employee need not make any further reports or findings to the Superintendent. However, if the employee's work changes in any way that may bring such work within the definition of "Covered Work," the employee must consult with the Superintendent.

In the event that the Superintendent and/or Board determines that an employee's proposed work would fall under the definition of "Covered Work," the employee shall regularly inform the Superintendent of the work's progress.

Employees are strongly encouraged to secure pre-approval before attempting to create or produce any work.

Legal Reference: 17 U.S.C. Sec. 101, et seq
Neb. Rev. Stat. Sec. 87-126, et seq

Policy Adopted: March 13, 2023

Personnel - All Employees

Bloodborne Pathogen Compliance Plan

A. Procedures for Control of Communicable Diseases.

The School District shall cooperate with county and state health departments in developing procedures for the control of communicable disease in School District programs and activities. Procedures shall conform to the regulations for communicable disease control set up by the state health department. The Superintendent or designee shall establish an exposure control plan in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard.

B. Students

1. Contagious and Infectious Diseases. Contagious and infectious diseases subject to this part include those diseases regulated by the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control (173 NAC 3). A student showing any signs or symptoms of a contagious or infectious disease will be excluded from attending [Name] Public Schools or programs in accordance with the Contagious and Infectious Disease Chart attached to those regulations and not be allowed to return until the minimum isolation period has elapsed, and all signs or symptoms of illness have disappeared in accordance with the Chart. Students with contagious or infectious diseases or conditions other than those listed in the Chart will be subject to exclusion until the student's physician gives a written statement that the disease or condition is not in a communicable stage or there is minimal risk of transmission to others in a school program setting.

2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). A student with such a disease shall not be excluded or be subject to different treatment concerning services or participation in activities in the absence of an individualized determination that exclusion or modifications are appropriate because the student's condition poses an imminent threat to the health or the safety of others in the School District or program community. Such a determination shall be made by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers are to consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

   In making such a determination, the following factors will be evaluated: (1) the nature of the disease; (2) the age of the student; (3) the behavior of the student; (4) the neurological development of the student; (5) the physical condition of the student; (6) the expected type of interaction which the student will have with other individuals in the proposed placement setting; (7) the degree to which other

individuals may be exposed to infectious organisms; (8) the hygienic practices of the student; (9) the risk of transmission of the disease from the student to those individuals with whom the student will interact; and (10) any other pertinent factor reasonably related to the decision.

3. Reporting. Employees who become aware that a student has been diagnosed with or is suspected of having a reportable disease shall immediately inform the Superintendent or designee, who shall notify the appropriate Superintendent of the school in which the student is enrolled and make a report to the Board of Health where required by law.

C. Employees

1. Contagious and Infectious Diseases. When an employee has a contagious or infectious disease which is in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence reporting procedures. Employees should in general follow the same guidelines for absence from work as a student is to follow under the guidelines of the Contagious and Infectious Disease Chart of the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control. Prior to returning to work, employees shall upon request submit a physician's written statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.

2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.

D. General Provisions

1. No Discrimination or Harassment. No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease.

2. Privacy. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student or other employee. Violation of medical privacy may be cause for disciplinary action against the employee, including possible termination.

   No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than School District employees or agents who have a need to know of the circumstance, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records. All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

   All health records, notes, and other documents that reference a student's bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. Infection Control. All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of The School District established in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

5. Staff Development. The Superintendent or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about School District policies.

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) Sections 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. Sec. 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. Sec. 12101 et seq.; 28 CFR Sec. 35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. Sec. 791, et seq.; 34 CFR Sec. 104, et seq.

Nebraska Fair Employment Practices Act—Sections 48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Policy Adopted: March 13, 2023

Personnel - All Employees

Infectious Diseases

In the event that a student, employee, or other person in frequent contact with students, employees or others present in David City Public Schools contracts an infectious disease, the determination of whether that person should be permitted to remain on duty, attend school or participate in school activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

(1) The behavior, neurological development, and physical condition of the student;
(2) The expected type of interaction with others in the school setting;
(3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the school shall be based on scientific and medical evidence.

When it is determined that an infected student poses an imminent threat to the health and safety of the school community or that the student's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of the Communicable and Infectious Disease policies shall be implemented, providing for the exclusion of that student.

Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the school system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) Sections 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. Sec. 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. Sec. 12101 et seq.; 28 CFR Sec. 35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. Sec. 791, et seq.; 34 CFR Sec.104, et seq.
Nebraska Fair Employment Practices Act—Sections 48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Policy Adopted: March 13, 2023

Personnel-All Employees

Personnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: Neb. Rev. Stat. Sec. 79-539; Sec. 79-8,109

Policy Adopted: March 13, 2023

Personnel - All Employees

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

Policy Adopted: March 13, 2023

Personnel - All Employees

Use of School Facilities and Equipment by School Employees

The Superintendent may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy No. 1100.

School vehicles shall not be available for personal use.

Policy Adopted: March 13, 2023

Personnel - All Employees

Activity Passes

All employees of David City Public Schools who work three (3) extra-curricular events may be given an activity pass which will admit the employee and spouse to school activities. The activity pass may be used only by the person whose name appears on the pass. Board of Education members of David City Public Schools and their spouses will also be given an activity pass which will admit them to school activities.

Policy Adopted: March 13, 2023

Personnel

Community Relations—Political Activity

The Board requires that staff members who desire to seek public office or to engage in other political activity likely to interfere with their normal work requirements seek prior Board approval.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes.

1. Their position, whether as an instructor or as a leader or supervisor of other employees;

2. Classrooms, buildings or facilities;

3. Students; or

4. School equipment, materials or mailing systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the district. The restrictions also do not apply to the distribution of employee association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Policy Adopted: March 13, 2023

Personnel - All Employees

Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:

    a. The maximum penalty for the crime equals or exceeds six months incarceration;

    b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;

    c. Conviction would impact performance of employee's job responsibilities, including offenses that:
        i. Would impact the responsibility to be a role model for students;
        ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
        iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.

    d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

    e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

    Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall

be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Policy Adopted: March 13, 2023

Personnel - All Employees

Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.

b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.

c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Policy Adopted: June 12, 2027

Policy Reviewed/Revised: March 13, 2023

Personnel - All Employees

Leave for Court

A. Jury Duty

In the event that a District employee receives notice that he or she may be required to serve on a jury, the employee shall notify as soon as possible the building principal of the potential jury duty day(s). In doing so, the employee must provide a copy of the jury summons or notification from the court. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee serves on the jury, such as lesson planning for a substitute teacher.

In the event that a District employee is selected for jury duty, the employee shall immediately notify the building principal. For any day that the employee actually serves on the jury, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned that day and the amount that the employee receives as payment for jury service. An employee who serves on a jury will not be required to use or lose any available leave days in order to serve on the jury.

In the event that a District employee is not selected for jury duty, then such employee shall immediately notify the building principal and report to work as scheduled.

B. Subpoenas

In the event that a District employee is subpoenaed as a witness in a legal matter, the District will accommodate the employee's leave, as long as the employee provides reasonable advanced notice to the building principal. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee is absent, such as lesson planning for a substitute teacher. For any hours that the employee testifies in a legal proceeding during a regularly scheduled work day, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned and the amount that the employee receives for testifying as a witness. An employee who misses work to testify will not be required to use or lose any available leave days in order to testify. An employee will not lose any other benefits (such as health insurance) for serving on a jury.

Notwithstanding anything to the contrary in this policy, if a District employee is either (1) a party to a legal matter or (2) subpoenaed as a witness in a legal matter in which the employee has a personal interest, then the employee will not be paid by the District for any such absence, unless the employee uses available paid leave and such leave is approved in advance by the Superintendent. Legal matters that involve an employee's personal interest may include criminal proceedings (including traffic citations) against the employee, divorce or family law proceedings involving the employee or a member of the employee's family, or civil disputes between the employee and a third party; however, the Superintendent shall have the final say on whether an employee has a personal interest in the legal matter at issue.

C. Subject to Negotiated Agreement

In the event that any provision(s) of this policy conflict with the applicable negotiated agreement, then such provision(s) of this policy will be disregarded and the negotiated agreement will control.

Legal Reference: Neb. Rev. Stat. Sections 25-1223 & 25-1640

Policy Adopted: March 13, 2023

Personnel - Certificated Employees

Agents/Tutors

Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or

2. in a facility owned or under the control of the District; or

3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Legal Reference: NDE Rule 27, Sections 27.402E, 27.403F and 27.404B

Policy Adopted: March 13, 2023

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils. Building principals have the authority to approve or deny such requests.

Policy Adopted: March 13, 2023

Personnel

Professional Growth

Required Professional Growth Activities

Every six years the teachers in the David City Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditment of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities

	Maximum Per Year	Maximum Per Period (6 yrs)
Professional Activity		
College or University Course	24 (1 semester hour = 4pts.)	24
Curriculum Development	4 (1pt. per day)	12
Conferences & Workshops	4 (1pt. per day)	12
Webinars	4 (1 pt. Per hour)	8
In-service	4 (1 point per day)	12
Professional Presentations	4	4
Instructional Rounds/Reflection	2	12
School Visitation other than DCPS	2 (1pt. per day)	4
Summer Workshops	4 (1pt. per ½ day)	12
Serving as a Cooperating Teacher	6	6
Serving as a Mentor	4	8
Other	as approved by Admin	As approved by Admin

Legal Reference: Neb. Rev. Stat. Sec. 79-830

Policy Adopted: March 13, 2023

Application for Professional Growth Credit

Teacher's Name: **Date of Submission:**

Graduate Classes			
College or University:	Graduate Level: Yes No	Credits:	
Approved: Yes No	Course Title/Description:		
College or University:	Graduate Level: Yes No	Credits:	
Approved: Yes No	Course Title/Description:		
College or University:	Graduate Level: Yes No	Credits:	
Approved: Yes No	Course Title/Description:		
Activity	Dates/Hours:	Proposed Points	Approved Points (Admin)
Curriculum Development			
Conferences & Workshops (online and in person)			
Webinars			
In-service			
Professional Presentations			
List Other Activities Below			

DESCRIPTION OF ACTIVITY:

_____

Approved by Professional Growth Committee: YES __ NO ___ Total Points Approved: _____

_____ _____

Building Principal Approval Superintendent of Schools Verification

Personnel - Certificated Employees

Teacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of Education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.

2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.

3. Content shall be selected that has been verified by research to improve student outcomes.

4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

Policy Adopted: March 13, 2023

Personnel - Certificated Employees

Leave of Absence

After a minimum of three (3) years of employment in David City Public Schools, a teacher may apply for a one-year leave of absence. Criteria to be considered by the superintendent in recommending approval or denial of a request include:

- no more than one Elementary teacher and no more than one Secondary teacher may be on leave during the same year. If more than one request is received from the Elementary or Secondary, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the school district, and seniority;
- requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1;
- a qualified replacement must be found before the leave is approved;
- no salary or benefits will be paid to the teacher by the district during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier; the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
- a teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;
- a teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement; and
- a teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

Policy Adopted: March 13, 2023

Personnel - Certificated Employees

Dual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district. Should two or more teachers receive administration approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.

Policy Adopted: March 13, 2023

Summary of Policy 4000s Changes

4120 – certified employees not classified employees

4003 – Ernie Valentine and not Ronda Gestring

4022 – eliminate; part of FMLA

4025 – Thrillshare and not Class Intercom

4133 – except full time subs

4145 – letters of intent by Apr 1? Do you want to change?

4210 – eliminate; part of 4133

4220 – may be subject to background check

4320 – eliminate; part of 4034

4520 – eliminate; part of 4031

DC Supt Monthly Board Report
March 2023
Chad Denker, Supt

Teacher Fairs
Mikhail Happ and Peggy Romshek will attend the Wayne St teacher fair this week.

Snow Days
We have currently used all 3 of our snow days.

New Addition
We had a meeting with architects, engineers, general contractor, and plumbing on Friday to find a plan of action. Obrist will return next Friday with a smaller camera to make the final determination what needs to be done to fix the plumbing issue.

HVAC Controls
We are still waiting for new HVAC controls for the elementary. They were ordered last April, not March like I previously indicated.

National Conference
In February, I attended the national superintendent conference in San Antonio. I had not attended the last 4 or 5 years so it was good to get a chance to hear issues at the national level.

NRCSA Legislative Forum
Stephanie Summers and I attended the legislative forum in Lincoln last Tuesday.

NRCSA Spring Conference
Anyone want to attend?
Thurs Mar 23 and Fri Mar 24 (until noon) in Kearney

Staff Recognition Banquet
Fri Mar 24 at Fairgrounds Event Center

Board Report
March 9, 2023
Mr. Couch

I want to talk mostly about our CTE program in my report today, but I will start with some quick information about Parent / Teacher Conferences. Typically, we get about two-thirds of our parents to show up at our Fall conferences, and we struggle to get half to come in the Spring. On March 2, we had our Spring conferences, and 51% of our parents showed up, which is just a little better than normal. Out of curiosity, I reached out to the other principals in our conference to see what their parent participation was this Spring. Several schools responded. Here's a descending list:

- Centennial – 60%
- Sutton – 59%
- David City – 51%
- Heartland – 50%
- Sandy Creek – 50%
- Fairbury – 40%
- Fillmore Central – 40%
- Milford – 40%
- Wilber-Clatonia – 35%
- Superior – 35%

I can tell from the round numbers that several of those numbers were guesses or estimations, but those are the numbers that were reported to me. Going forward, I think we need to look at something like a CTE Showcase in the Spring that may bring more people in. I'm also toying with the idea of having those CTE teachers in their own rooms / areas as opposed to being in the gym so that they can showcase some student work or projects, and also give little mini-tours of their areas so our parents gain a little more from coming to conferences. More on that when those ideas become reality.

On March 3, I met with Sara Miriovsky, Jenna Didier, and the rest of our CTE teachers (Tonya Zegers, Logan Rebbe, Morgan Styskal, Tahner Thiem) to discuss the future of our CTE programs. We started with a discussion of class offerings to see if there were any changes that any of the teachers wanted to make.

Morgan Styskal – Morgan mentioned that we're going to have to make some changes based on changing State Standards. Our plan to stay in compliance is to make Info Tech into a one semester class (as opposed to a full year). We would then need to add either Fundamentals of Computing or IT Fundamentals in the 2nd semester in order to satisfy the State's requirements. We're collaborating with Otis Pierce at ESU7 on this decision. We may have to look at graduation requirements as a result of this change (or at least a wording change).

Tonya Zegers – Tonya would like to go from 3 sections of Fundamentals of Foods and Nutrition down to 2. She wants to then add a Relationships class and a Life and Career Readiness class that we would offer on an every-other-year basis. In addition, she wants to add a freshman-level Intro to FCS class in the '24-'25 school year. She currently covers her Intro materials in her middle school classes, but she wants to have a more general FCS 7 and FCS 8 class and move the Intro class to 9th grade.

Tahner Thiem – Tahner doesn't think that he needs to change any of the classes he offers. He is in the habit of making changes to his classes based on what careers are hot at the time. For example, he has recently added a Diesel Tech unit to his Transportation classes because of high demand in that area.

Logan Rebbe – Logan is fine with the classes he is teaching, but he would like to re-name his middle school classes. Instead of "Plantopoly" and "Animal Planet", his middle school classes would simply be called 7th Grade Agriculture and 8th Grade Agriculture.

Jenna Didier – Jenna isn't requesting any changes in the classes she's teaching at this time.

Next, we talked about Pathways. Jenna told us that our ESU will be adding a person in the role of "Career Academy Coordinator." Part of this person's role will be to help provide schools in our ESU with Distance Learning courses that could help finish pathways that the schools themselves might not be able to offer. In our case, those courses could be in the healthcare or education fields.

We then talked about an idea that I brought to Jenna, and that we have been working on together for a while. The idea is to give students more of a purpose, focus, and awareness of our CTE Pathways by allowing them to choose a "Major" before they register for freshman classes at the end of their 8th grade year. We're still not sure if we want to use that term (Major), but it's one that I chose because it sort of mirrors language that they will use in college. In any event, the groups (Majors) available to students would be

- Grow (Agricultture)
- Serve (Health Science, Human Service, Education)
- Innovate (Business and Technology)
- Build (Skilled and Technical Sciences)
- Create (Art, Fine Arts, Music)

For those groups, I chose action verbs, because I like action verbs. Those names could easily change. In terms of the courses that we currently offer, we wouldn't really have to change anything that we're doing. But by having students declare a Major before their freshman year, it gives them a direction and focus as they choose their elective classes. Obviously, students would be able to change Majors at any point in high school if they wanted to go a different direction. Our idea right now is to have an assembly or presentation for 8th graders. Our CTE Teachers would each have time to present about their area, what they do, what classes they offer, what careers are tied to their area, and which local businesses we have partnerships with. My hope is that this helps each area to grow their brand, and help focus our students on the connection between the high school classes they take and their future experiences after high school.

In general, the CTE teachers were in favor of the idea, but they wanted a chance to walk away from the meeting so they could think about what their presentations would look like, and what sorts of pamphlets or other tactile materials they could produce to put in the hands of students. We'll come back together in the next couple of weeks to share with each other any additional ideas that we've come up with to help flesh out this idea and make it a reality. Our goal is to have it in place a year from

now, so that when our current 7th graders are at the end of their 8th grade year, we will be able to have this assembly and have them declare a Major (CTE focus area) heading into high school. I welcome any input that the Board might have about this.

Chad Lindsley
Board Report
March 13, 2023

I want to start this report giving a huge shout out to the coaches and students that participated in our winter activities. The mid-winter music concert showcased the musical talent of our students and I came away impressed with all the groups. Mr. Brumm does a great job developing these students and has great creativity with the pieces performed. The speech team won conference and districts and qualified 16 out of a possible 20 events for the state tournament. It amazes me how much time and effort those students and coaches put into the speech program. I do not want to leave out our basketball and wrestling programs both having great seasons representing David City.

Curriculum wise we are about ready to order ELA materials for grades 6-12 once approved. The meeting with the company went really well and even put to ease a few of the minor concerns the teachers had. Math is closing in on selecting their materials at least through Algebra 2. It may take a little more time to get the materials together for the advanced classes but we are still working on it.

I will be finishing up my last round of observations in the next couple of weeks and will be able to finalize at the beginning of April. It is a privilege to have the opportunity to see the great things our teachers are doing in the classroom. I am still waiting on some articles from teachers for the spring newsletter. Once those are received it will be finalized and mailed. I am excited about the new stage lights after the training. They have a lot of options that will help the one-act and music programs because there are so many things they are now able to program into the lighting.

Chad Lindsley
Board Report
Feb. 13, 2023

In just a couple weeks we will be in March and starting spring sports. I am sure our students and staff are looking forward to more daylight and warmer temperatures that allows us all to be outside a little more often. I am definitely a little worn out after covering events and coaching the women's wrestling team but it is always great to see our board members out at these events supporting our school and students. I know the women's wrestling team really appreciated all the support from the school and community.

I plan to start working on the winter newsletter at the end of the month so I would anticipate it going out in early to mid March. I will be asking for articles from staff and organizations so we can highlight all the great things going on at our school.

ELA teachers have reviewed curriculum materials and have come up with their preferred choice. We plan to have a meeting March 3 with the company and then will be able to know what we need to order prior to getting a quote for the board. Math teachers are still in progress and we hope to have something chosen by the May board meeting.

New stage lighting was installed on the stage last week and will provide our one-act and music program a lot more options. We were able to see a very small preview of the lights and the change is quite significant in terms of what they will be able to and how vibrant the lights will be. The company will come out and train those of us that will be using the system.

Chad Lindsley
Board Report
Jan. 9. 2023

It is always nice to have the winter break for students and staff to recharge. January and February are always tough months for students and staff with all the weather, activities, short days, etc…Our staff does an excellent job focusing on the whole student and excels at making connections with our students that help them overcome some of the adversity we face.

A couple highlights from December I wanted to talk about. The holiday music concert was fantastic. Our middle school music students along with the high school band and choir put on a great show. Mr. Brumm does a great job with the music program. I also want to give a huge shout out to the one-act team for finishing the season as state-runner up! We have some extremely talented Scouts in our schools.

At our January PD meeting the ELA and Math teachers began evaluating potential curriculum materials for next year. Each group is looking at three different options and will make a recommendation based on what will best serve the students of our district. We are hopeful to have this completed with a recommendation no later than the April board meeting.

We have completed the Scout Power Crew data from the first semester. For students to be recognized they had to meet all the criteria. That criteria is no tardies, no discipline referrals, no HCT, and no behavior grades lower than a 3. Below I have listed the numbers by grade that have made the Scout Power Crew.

7th Grade-8
8th Grade-21
9th Grade-14
10th Grade-8
11th Grade-11
12th Grade-17

Chad Lindsley
Board Report
Dec. 12, 2022

WInter has hit hard and fast this year but we are doing some great things here at David City. I first want to give a big shout out to the one-act team for coming home as the state-runner up! We have some incredibly talented students here and our cast and crew and they deserve all the recognition as they put in a lot of hard work and time.

I also wanted to give the board some information on girls wrestling as the board played a part in starting this program here at David City. Below I have listed a few historical data points for your reference.

First Team-Sidnee Busch, Carly Schmid, Savannah Gregory, Cadence Smaus, Grace Eickmeier, Jazmine Palencia, Cally Schmid, Laylani Kasik, Isabelle Wagner
First Competition-12/2/2022 O'Nell Invite
First match-Cadence Smaus
First win and pin-Sidnee Busch
First placers-Laylani Kasik (3rd at O'Neill), Sidnee Busch (4th at O'Neill) 12/3/2022

Attendance has been a struggle the past couple weeks as we have a lot of students out with sickness. Our teachers continue to work diligently to keep all our students caught up and not fall behind. The sickness going around is not isolated to just our building or district so I am hopeful that this is the only big wave we have this year.

I want to thank the board for stepping up and helping however they can. I consistently see our board members helping the school at events, activities, subbing, and in many other areas. It is great to know we have a board that is invested in our school and students.

Chad Lindsley
Board Report
Nov. 14, 2022

We have now fully transitioned into our winter season in both activities and school. Below I have listed some of the key points from this past month.

-Lisa Bales and our 8th grade students did a fantastic job with the veterans day assembly along with our high school band and choir. It is an honor to recognize our veterans in our building. The respect from our student body is something we can all be proud of.

-I have included the fall newsletter in this board report and will have a hard copy at the meeting even though you may have already received a copy.

-We will be hosting the conference one-act competition on Tuesday, Nov. 15. There will be a lot of logistics that have to be worked out that day but I am thankful for all the staff for their help and flexibility that day. I would encourage anyone that can get away to come support our students in this competition.

-We are looking forward to Mrs. Miriovsky is coming back after Thanksgiving but are thankful for all the help from Karla Brezina filling in. She did a great job working with our students and staff while cunning in the counselor's office.

-The cheer and dance room has now been set up to be a shared space with the girls wrestling team. Travis Hays, Matt Fleming, and Mark Kobza did a great job getting that room set up to be used by both the cheer/dance team and wrestling. At this point we have 13 girls that have said they are coming out for wrestling this year.

The ELA and Math groups have been working during the professional development days looking at the standards and developing a plan before we begin looking at textbooks. We hope to complete the preliminary steps soon so we can begin reviewing textbooks in hopes of finding something that will fit the needs of our district and the standards.

Chad Lindsley
Board Report
Oct. 10, 2022

We are now basically two months into school and the end o
f the first quarter. I have spoken previously about tardies this year. As of Oct. 6 there have been a total of 138 tardies combined for students grades 7-12. 88 of the 138 tardies have been to first hour. Overall, we are not seeing a lot of tardies between classes throughout the day but the main issue has been just getting to school on time.

Attendance has also been an area of concern for some students. We are working with attendance support to hopefully work through some of the barriers preventing some students from attending school consistently. We feel like if we can get those students here consistently we will be able to make significant gains educationally. We do not have many students at this point with attendance problems but the few that are have been referred to attendance support.

Our student body has been very active with several events lately. It is great seeing our students represent our school in such a positive manner in the arts, activities, and sports. One example is the marching band recently received a superior rating and the highest marks in all categories at the Pierce marching band competition.

I have now finished half of my formal observations and am working through walk-throughs on a regular basis. In this process I have had some great conversations with teachers and truly enjoy seeing the creative ways our teachers reach students. We have teachers that focus on reaching all students and will go the extra mile to do so.

Chad Lindsley
Board Report
Sept. 12, 2022

I first want to apologize for not being able to make it to the meeting this month. The primary focus for my board report this month is our crisis plan. The crisis team has been working on this plan and have now updated copies handed out to all staff members in the district. Each board member will also receive a copy of the plan at the board meeting. This plan will be continuously updated and adjusted as we see fit. I do know one area we want to develop to include in our plan is an updated reunification plan. That will be the primary focus of the crisis team this year.

A few other items I would like to highlight from the past month…

- We have started to receive some sample textbook materials for ELA and Math which will help as we go through the curriculum process.
- We had a great homecoming week with a lot of student participation. Morgan Dredge, Morgan Styskal, and Brandy Barlean have done a great job organizing the week.
- I have finished administering all but a couple MAP make-up tests.
- The no backpack policy has not appeared to cause any issues with tardiness.
- Electronic passes are getting better every day as we have worked through most of the minor issues now.

I find it hard to believe we are already a month into the school year. I am so appreciative of our admin team and our staff here at David City. Everyone is willing to step up and do whatever is necessary if it is good for our students.

Chad Lindsley
Board Report
August 8, 2022

Summer has flown by but I am excited to see our students walking through the door in a few days to kick off a new school year. The excitement of the students coming back is always energizing as an educator. I always come into a new year wanting to make it the best year ever but more importantly hoping that I can make a difference.

A few thoughts as we come into the school year…

- The renovated classrooms look fantastic which will give those teachers and students a great space.
- I am excited about the electronic passes we will be implementing this year. Any tool that will help us account for all students is invaluable when it comes to safety and security.
- Room number signs and class descriptions will be in soon. Having correct and current signage that is consistent throughout the building will not only aid our students but also help with safety and security in case of an emergency.
- We installed additional cameras in the gym so there are no gaps in that area.

We have chosen the shirt design for our incoming 7th graders and new students. Our incoming 7th grade class is already at 62 students and approximately 23 new students are transferring to DC. The t-shirt design is pictured below.

Lastly, I had the privilege of representing our school at the NCSA summer conference sharing our experiences with Safe 2 Help at the end of July. It was a great conference that allowed us to network with other school administrators and as an admin staff ourselves. I appreciate the support of the board and our professional growth.

Chad Lindsley
Board Report
June 13, 2022

Once school is dismissed for summer it provides an opportunity for administration to reflect upon the school year and plan for the upcoming year. I must admit the 2021-2022 school year was one of the most difficult years in my 22 years working in education. I read a quote that said one of the biggest reasons this year was tough in education was “it is the urgency of adults wanting to return to “normal” and the kids don’t even know what “normal” is.” Thankfully we have a great team of board members, administration, teachers, and support staff here at David City that will rally around each other to make our school the best place possible for our students and each other. Personally, I am grateful for all the support I receive from the admin team and the board. Looking back it is great to see everything we accomplished as a school.

This past year there were a lot of great things that happened. I wanted to point out a few highlights from this past school year as sometimes we forget about some of the great things that happen in our school.

-New addition opened
-Added girls wrestling
-The speech team winning state
-FFA and FCCLA both having national qualifiers
-Anatomage table gave us state of the art technology
-Highest number of students graduating with 12 or more college credits

We have also spent a lot of time planning for next year. Handbooks have been updated and we hope to send the district student handbook off to be translated into Spanish once it is approved. Many of the changes we are looking at come from our teacher PLC groups this past year. A few items of note that may look a little different next year include…

-MAP testing schedule changes
-Electronic Passes
-New full size lockers
-Stage will be re-finished
-Renovated wood shop and old science classrooms

There are many great things going on here at David City Public Schools and I am proud to be a part of a district that is always looking for ways to improve. Education is always evolving and we continue to seek ways to assist our students become 21st century learners. This cannot be accomplished without the support and foresight of the board.

Chad Lindsley
Board Report
May 9, 2022

The last couple weeks have been a blur with so many events and activities going on. I want to start out by giving Joe Brumm and Diane Noonan a shout-out for the show last week. The art work on display in the lobby by our students was incredible and both the choir and band did a fabulous job performing. I loved the excitement in the crowd for the couple rock band pieces that were performed at the end of the show. I would encourage you to come to the full rock band concert on May 16 at 7:00.

On May 4 we were fortunate to host the current 6th graders for a transition day visit. Those students had an opportunity to do sessions with Mrs. Miriovsky, Mr. Couch, a student panel of current middle school, students, Mr. Ebekka, and myself. We utilized this time to prepare our incoming students and hopefully answer many of their questions.

Prom was a huge hit and our students did a fantastic job. Amy Backstrom and Amy Sander do a phenomenal job organizing and planning this event for our students. Their efforts go a long way in making it a memorable experience for everyone.

Mrs. Miriovsky has been hard at work preparing the master schedule and student schedules for next year. She also has been working with our seniors preparing for graduation, college applications, and scholarships. We will be recognizing all our students at the awards ceremony on May 10 at 7:00 including our seniors.

We are all looking forward to the end of the school year as it is an exciting time for both students and staff. I always enjoy celebrating our seniors as they graduate and what their future plans are. It is also great to see the excitement in our students as they prepare to move up another grade. This has been a very exhausting school year but also one of the most rewarding.

Chad Lindsley
Board Report
April 11, 2022

It seems like every school year once April gets here the days fly by. There are a ton of activities going on for both our students and staff that keep us all extremely busy. I know many of the staff and students are looking forward to the upcoming long weekend. It comes at a great time to allow everyone to catch their breath as we hit the homestretch. A couple highlights in the past month include the speech team winning the state championship and several members of our FCCLA chapter qualifying for nationals this summer in San Diego.

I am really excited about the new website as it allows us to showcase all the great things going on here in our schools. We have all been learning how to update the system and working on creating content. Soon our staff will be able to create posts for the live feed and social media under the moderation of administration.

I have finished all my teacher evaluations for this school year. I will continue to say that we have some incredible teachers that consistently go above and beyond to educate our students. The innovative methods our teachers find to educate our students continues to amaze me when I visit classrooms. Recently I visited Mr. Thiem's construction trades class and they were designing putt putt holes for the Christmas on the Bricks event for the city. Watching the design come from a drawing and into action has been incredible. I am excited to see these bring joy to people in our community.

The English Language Arts teachers were able to meet on April 11 to begin the process of reviewing the new standards and updating our curriculum. I am thankful to ESU 7 for spending the day with us to work with our teachers as we navigate through the process. We also expect the updated math standards to be released soon so we will soon be working through the same process with our math teachers.

Chad Lindsley
Board Report
March 14, 2022

Spring is just around the corner which is an exciting time but also an extremely busy time for all schools. I am looking forward to all our student activities coming up this spring and enjoying a little warmer weather. We do have some winter activities winding down including our Speech team that qualified every member of the team for the state tournament.

Spanish curriculum is finalized and has been shared in the agenda at this meeting. I have also shared the document with each board member to allow for easier access to see all the documents tied to the scope and sequence. Social studies teachers will continue working on their curriculum and we still plan to bring the completed process to the board in the early fall. We now plan to move to start working through the ELA standards with an initial meeting planned on April 11.

This past week we started organizing the middle school house trip which has not been able to take place the past two years. The plan is to take our middle school students on a college tour to CCC in Columbus on May 2 and then go to the bowling alley for a couple hours before returning to school. I am excited to celebrate our middle school houses with this end of the year trip.

The winter newsletter has been finished and mailed out to our families. I have attached a copy for your reference. I really appreciate our students and staff that provided the content that goes into the newsletter which helps highlight some of the great things going on in our school. I have delivered a stack of the newsletter to Timpte since we highlighted them this time.

Chad Lindsley
Board Report
February 16, 2022

In just a couple weeks we will be in March and starting spring sports. I am sure our students and staff are looking forward to more daylight and warmer temperatures that allows us all to be outside a little more often. I am definitely a little worn out after covering events every weekend along with moving at the end of December but it is always great to see our board members out at these events supporting our school and students. We have such a strong community of supporters for our school that I am grateful to be a part of.

I am currently starting to work on the winter newsletter. I have asked for all the articles to be sent to me by Feb. 25 so I would anticipate it going out in early March. One new section we have decided is to do a local business spotlight. Each newsletter we will do a short spotlight on one of our local businesses to help highlight our community.

Social studies teachers have been working diligently to update their curriculum. We hope to have it completed to bring it to the board in September. Spanish curriculum is almost complete and we hope to bring it to the board at the March meeting. ELA will begin the curriculum update soon and our CTE classes just reserved the programs of study that will be reviewed and updated as needed.

Attendance meetings have been ongoing along with continuous communication and support from Tonia Soukup in the county attorney's office and the attendance support program. Thankful to have these partnerships that have been great to work with.

Chad Lindsley
Board Report
January 10, 2022

Now that we have returned from our winter break I am excited to get ready for 2022. January and February are always tough months for our students and staff with all the activities, long days, and cold weather. We must remember that although these months can be tough for the staff it is equally hard for our students.

In December I had the opportunity to head to Valentine to serve as the administrative representative at the wrestling tournament. There were several teams staying at the hotel and the David City team was by far the best behaved and respectful team I saw in the hotel. It is always great to know that our teams are representing the school in such a positive manner! On another note with the wrestling team, we plan to honor David City's very first state champion at our home dual Jan. 18 if everything goes as planned.

Middle school students have been competing in house competitions once a month again this year. Tracy Behrns has done an outstanding job organizing this and taking the lead. I enjoy being in the gym during these competitions as the students really seem to enjoy and get into the house competitions. So far this year the competitions have consisted of trivia, basketball, yahtzee, and volleyball.

Chad Lindsley
Board Report
December 13, 2021

It has been an extremely busy month as we prepare for the end of the semester. Winter activities, testing, attendance, along with winding down the first semester has made time fly by. Students and staff have been hard at work and are definitely looking forward to the upcoming winter break.

One major item to note is that we had a team go through the basic threat assessment and the safe 2 help training that now allows us to be a part of the Nebraska safety hotline. Students, parents, and staff can send in tips through the website, an app, or by phone call of any potential issue. Those tips go to the team members along with professionals that can chat with the person reaching out. We just recently launched this and shared the information out with our students and have already received a few tips through the system. Team members that currently are on the system are Dr. Denker, Sara Miriovsky, Amy Masek, Missy Glodowski, Deputy Marla Schnell, and myself. I have attached some resources with more information on this program.

I will continue to say that we have such an awesome staff here at David City. This past month I have observed our counselors absolutely going above and beyond to help reach students. I cannot underestimate how valuable they have been to us administrators and there is nothing quite like it when we start seeing the difference we are making in a student that has been struggling!

Chad Lindsley
Board Report
Nov. 8, 2021

The weather has definitely started turning colder as we are beginning to approach winter. This school year has absolutely flown by so far. JH has already started practices for the winter seasons, HS practices begin in a couple weeks, and one-act has been preparing for their upcoming competitions. Our students are very involved and busy with all the activities. I always admire our students' ability to find the balance to remain involved and stay on top of their school work.

One big change that has started is the tv monitors mounted around the school are starting to be connected. The main office is up and running and as long as it continues to function the others will be connected soon. It requires a small computer connected to each tv to enable the content. I am excited to see them all running in our hallways. Another change is the bulletin boards and trophy cases. Different groups have taken some of the boards and are highlighting their individual groups. The creativity of our staff and students is quite evident on the bulletin boards which have also added a lot of color.

The fall newsletter is close to completion and should be sent out hopefully by the end of the week. I really enjoy seeing articles written by our own students. The FFA and FCCLA spotlight articles were written by an officer in the organization. It is amazing what our students can do when we empower them!

Chad Lindsley
Board Report
Oct. 11, 2021

It is hard to believe that we are already about to wind down the first quarter. Students have settled into a routine now and have adjusted remarkably well. I have spent a lot of time communicating to families and working through barriers to attendance. I recently looked at some of the tardy data from last year and compared it to this year as we were curious what the impact of the larger square footage and same amount of time between classes would be. Last year there were 103 tardies compared to 90 tardies this year in the exact same timeframe.

I have really enjoyed the new edition and it is nice to finally feel a little bit settled. The construction has still been ongoing as they finish up. The disruption has been minimal to both the teachers and staff which is greatly appreciated. I have heard several students say how much they like the new classrooms with all the space and windows.

I have been in all the classrooms of the teachers I observe at least once already. The teachers are doing a great job with our student engagement and I am consistently impressed with how they each go above and beyond to reach all students. Curriculum work is ongoing with Business, Social Studies, and STS.

Middle school has started with their House competitions this year again. These activities and competitions have appeared to be a big hit amongst our middle school students. Tracy Behrns and Lisa Bales have taken the lead with the houses and organizing the activities. They have both done an outstanding job taking on this task.

Chad Lindsley
Board Report
Sept. 13, 2021

Summer flew by and it is great to see our staff and students come back to school. A new year always brings some excitement but the opening of the new additions has added to it. Our students have adjusted well to the building and all the amount of space it covers now. As with any new project there will be a learning curve as we go. We have a great staff and students that are great at adapting and being flexible. It is an honor to be a part of this school and community.

I was able to take part in the active shooter training a couple weeks ago at Aquinas with many local agencies involved. There was a team of six staff members from our school that participated in the training. I found the dialogue after the training extremely useful as the many different agencies involved were able to discuss areas that need improvement to help us be prepared. We had a local police officer stop by the school and I was able to show him around. He specifically mentioned that training made him realize he needed to make a point to get into the school to become more familiar with the building and the people.

Over the summer I was able to meet with Tonia Soukup and the attendance support program out of Seward to help us maintain open communication regarding attendance issues. We will meet on the first and third Monday of each month via Zoom to make sure our students do not fall through the cracks. Attendance is an area of focus and we are working to make sure we can provide our families local resources that can aid in addressing barriers in attending school.

Thanks to Travis Hays we have been able to work together to update the school map, exterior doors, and room numbers. We are in the process of re-numbering some of our classrooms to make it easier to understand in case of an emergency. I have attached a copy of the school map with my board report for your reference.

Chad Lindsley
Board Report
June 14, 2021

What an incredible and challenging year here at David City! As I look back over the school year I am extremely proud to say I am part of such an outstanding team. This year brought many challenges to each of us as we all were operating in a new environment. Below are just a few of the things I am most proud of from this past year.

-We managed to remain in school without closing for the entire year.
-Our teachers learning and utilizing new methods to reach kids.
-The students adapting and working together to overcome obstacles.
-The teamwork amongst the admin team working together and supporting each other.

I have heard many times people referring to this past year as one of trying to survive. David City was able to not just survive this past year but thrive in such unknown circumstances. I am thankful for all the support I have received this year transitioning into a new school and town. The people here have been incredible and it is easy to see what makes David City such a special place.

As we look into the upcoming year there are many things to be excited about. I am looking forward to hopefully a normal year and the opportunity to see how the school operates without the restrictions from Covid. The new addition is nearing completion and we are all excited for our staff and students to see the completed project. We know there will always be some unforeseen challenges that will come but if we learned anything this past year we learned how to adapt and be flexible.

*As I was about to submit my report when we received some great news regarding our FCCLA. We had six students (three teams) notified that they have made top 3 in nationals in their competitive event. These students will be recognized on stage later this month at the national FCCLA conference in Nashville. In order to compete at nationals students had to first get through districts and state. I have listed below the message our students received.

Chapter in Review Display Level 2
David City Jr./Sr. High School FCCLA NE
Kaydense Hansen
Ava Neujahr

Event Management Level 2
David City Jr./Sr. High School FCCLA NE
Kaitlyn Palik
Chloe Zegers

Interior Design Level 2
David City Jr./Sr. High School FCCLA NE
Autumn Lindsley

Drew Whitney

Congratulations! You are a 2021 STAR Events Top Three Finalist!

Chad Lindsley
Board Report
May 10, 2021

We have finally hit and May and time is flying by with all the events going on. Seniors are winding down and are extremely excited for graduation while Mrs. Miriovsky has done a phenomenal job working with them on scholarships, future planning, and preparing for graduation.

This past month we have had the privilege to have many great events at our school. The students did a great job at prom and made it a great success. It was truly remarkable seeing all the smiling faces enjoying the event after not being able to have prom last year. Amy Backstrom and Amy Sander deserve a lot of recognition for overseeing prom and making it such a great experience for our students.

Our students showed a lot of skill putting on the music performances. Both our elementary program and the secondary program highlighted the gifted musicians and teachers we have in this district. Our music teachers did a great job preparing our students for the performance.

On May 5 we were fortunate to host the current 6th graders for a transition day visit. Those students had an opportunity to do sessions with Mrs. Miriovsky, Mr. Couch, a student panel of current middle school,

students, Mr. Ebekka, and myself. We utilized this time to prepare our incoming students and hopefully answer many of their questions.

As we wind down the year I am extremely thankful for all the wonderful people here. This year could not have happened without all the hard work, dedication, and sacrifices many have made. The school year has definitely been a test on our staff and students and together we have been able to accomplish what many said could not happen.

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Chad Lindsley
Board Report
April 12, 2021

Spring is off and running and school is flying by with everything going on. Students are excited about Prom on the 24th and are looking forward to something that was not able to happen last year. April is a bust month with activities, scholarship applications, and school. We currently are in the middle of testing and scheduling for next year as well as continuously looking at ways we can improve.

I have finished up all my observations for the year and am thankful to have had the opportunity to see our great teachers in their classrooms. I am excited to see them teach when they are able to utilize more group work and different methods once we are past this pandemic. Our teachers have done an incredible job adjusting to the situation and making sure our students continue to grow.

We were fortunate to have ESU 7 come in a present on equity during our professional development day in April. They were able to do part one of the training which brought a lot of useful information to the staff. We have also been spending a lot of time reviewing data and processes to have discussions on how we can make improvements.

Lindsley
Board Report
March 8, 2021

March has finally come and thankfully the weather is starting to warm up. It will be nice for our students and staff to be able to enjoy the weather being outdoors. A little sunshine and outdoor time will hopefully bring some joy to the staff and students as we come down the homestretch of the 2010-2021 school year.

We have finished up most of the winter activities and are now transitioning into our spring activities, preparing for events such as prom and graduation, and looking at scheduling needs going into next school year.

In the past month I have spent a lot of time reviewing attendance and working through those policies and procedures. I have also spent time working with students making sure they are completing their work and making up any missing work. All the Social Studies materials have been ordered and the majority of it has already arrived. The teachers are working diligently going through the curriculum process to get everything updated.

We are looking forward to working with the staff during the upcoming professional development days. Those days will provide valuable time to review data and look into our needs moving forward. The information coming from the school improvement plan will be a useful tool as we continue to strive for excellence.

Chad Lindsley
Board Report
February 8, 2021

February and it feels like the theme of the past month has been snow. We have had a few disruptions due to the weather but our
staff and students have been great about continuing to strive for excellence. Even with all the weather issues we still managed to take advantage of one nice day to get the February fire drill done.

Attendance has improved drastically this past month as we have had a lot less students and staff out on quarantine and isolation. We are hopeful this trend will continue as student attendance is one of the most critical components on student growth and proficiency.

Curriculum work is ongoing as there has been a lot of progress with Social Studies, World Languages, Business, and Ag. The high school social studies teachers have reviewed the textbook materials and preferred the same HMH materials already approved for the middle school. The materials had what they were looking for and most importantly aligned vertically with the previously purchased materials.I have

been working to finish up my walk-through observations and hope to be completely finished by mid March. It has been a privilege seeing all the great things our teachers are doing for our students!

The month of January has been extremely busy with activities. In order to put on all these events it requires a dedicated staff. Our staff has stepped up and filled in whenever needed to make sure we are able to continue the standard of excellence in all we do from the classroom to the activities. I appreciate everyone stepping up to help!

Chad Lindsley
Board Report
January 11, 2021

Second semester has arrived and we have hit the floor running! The break seemed to bring some much needed rest and relaxation for our staff and students. We were able to overcome all the obstacles the first semester and succeeded in successfully completing the first semester without interruption. This in itself is remarkable and something most thought would not happen.

We come into the new semester having learned much from the first semester and with some hopeful optimism that the light is at the end of the tunnel. We are confident we can adjust to circumstances that arise now that we have a better understanding. Most importantly we are confident we can do whatever is necessary to help our students succeed.

So far this semester I have spent a lot of time organizing our upcoming wrestling events. We will be hosting four tournaments and two triangulars within the next month. I have also completed the January newsletter that will be sent out with grades. I have also attached a copy of the newsletter here for your

reference. The high school Social Studies teachers have received materials to review textbooks. We hope to have the high school recommendation at the February board meeting. This week we have started out study skills classes for our middle school classes. We are hopeful this is one tool we can use to help our middle school students transition better.

I know I have said this before but I want to continue to give recognition to our staff. We have a phenomenal staff here and they never cease to amaze me with the time and effort they put into our students!

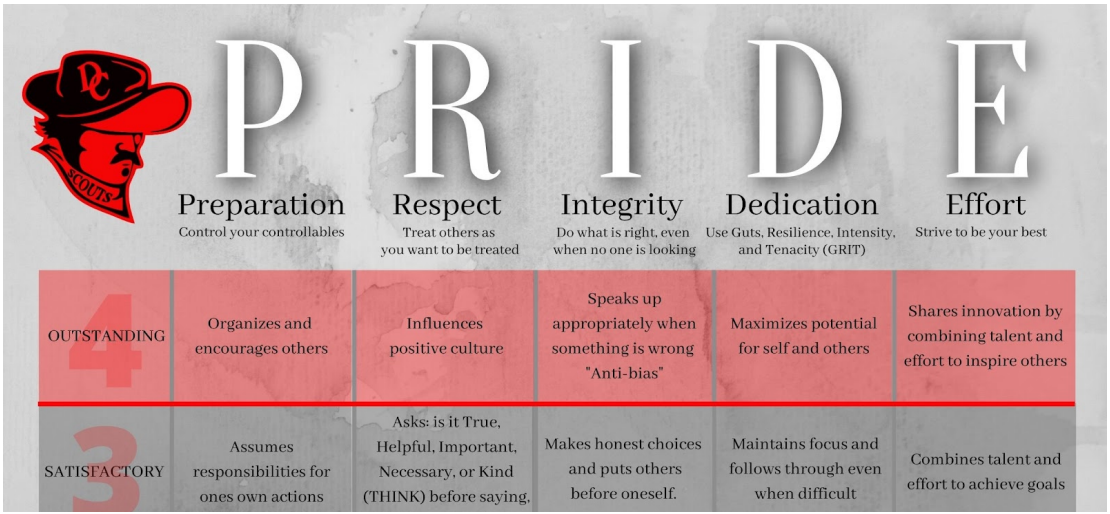
Chad Lindsley
Board Report
December 14, 2020

It has been an extremely busy month! I want to make sure to give a lot of credit to our teachers, staff, and subs these past few weeks. These people really stepped up when we had several teachers out of the building. Whenever we face adversity our team does whatever it takes. I am proud to work alongside such an awesome team!

So far this winter we have had to limit spectators to our events with the new DHM. The ability to stream our activities has never been more important than it is now. I recently reached out to Striv and soon we will have the ability to have two Striv channels that will allow us to stream two events and that same time if needed.

I have completed all my formal observations and am in the process of finishing the last of my walk-through observations for the 2nd quarter. Our teachers are doing some great things in their classes!

Middle school transition has been a big topic of conversation this semester. We have had a committee meeting over the past couple of months reviewing what we can do to help our middle school students transition form the elementary. We have incredible students but we have learned there is a higher percentage of grade and behavior issues at the middle school level. We have decided to change our skills for success and engage classes to study skills. These classes will not be an academic grade but classes that will focus on behavior grades using the PRIDE scale below. We know there will likely be some tweaks to this model after we go through it for one semester but we are looking forward to making a positive impact on our students.



	P Preparation Control your controllables	R Respect Treat others as you want to be treated	I Integrity Do what is right, even when no one is looking	D Dedication Use Guts, Resilience, Intensity, and Tenacity (GRIT)	E Effort Strive to be your best
4 OUTSTANDING	Organizes and encourages others	Influences positive culture	Speaks up appropriately when something is wrong "Anti-bias"	Maximizes potential for self and others	Shares innovation by combining talent and effort to inspire others
3 SATISFACTORY	Assumes responsibilities for ones own actions	Asks: is it True, Helpful, Important, Necessary, or Kind (THINK) before saying,	Makes honest choices and puts others before oneself.	Maintains focus and follows through even when difficult	Combines talent and effort to achieve goals

Chad Lindsley
Board Report
November 10, 2020

In a blink of an eye the first semester will be over. We have had our share of struggles along the way so far this semester but overall our staff and students have done an incredible job.

A team of six participated in a new Standard Response Protocol training funded by NDE. There will be a terminology change to one of the protocols we utilize that is being recommended nationally. Curriculum meetings are ongoing as the social studies department began the process alongside the 6th grade teachers and Mark Brady from ESU. There were some major changes to the standards which will require some changes in our program and materials. Ag, Business, and World Languages will be having a curriculum day this month to continue making progress.

The new winter sports guidelines have come out and there will be some changes with scheduling. I have been working a lot with the wrestling schedule to help provide opportunities for our student athletes to still continue to compete.

We had Kim Boyce come in for the professional development day on 11/2 to talk about mental health and the issues related to our students today. He is a LMHP and a Psychology professor at Concordia. He did a great job providing relevant information for our staff. He shared information about the igeneration. I am happy to share his powerpoint with the board he used for the presentation.

> ***"I honestly could have listened to Kim all day. Concordia psychology students are lucky to have him as a professor. I found it interesting that the iGen kids don't feel connected to anyone and explain their weekends based on what they watch not do. Thanks for bringing this to us." -Amy Backstrom***
>
> ***"He was FABULOUS! I appreciated his down-to-earth and no-nonsense approach to talking with students. I could see many of our students in his descriptions, and what he had to say made a lot of sense. I would definitely attend a workshop or lecture he is presenting (and I don't say that lightly. Almost never, in fact!) Thanks for bringing him in!" -Laurel Valentine***
>
> ***"I really enjoyed Kim's presentation. I was aware that today's generation of students is different than most, but his explanation of how they're different and how it affects their mental health was new information. I truly believe his explanation of it all will allow me to be a better teacher in regards to my relationship with students." -Morgan Dredge***

The change to three lunches has been smooth with very few issues. The change has allowed us to spread the students out more in the cafeteria. The three lunches has allowed us to have a maximum of six students per table each lunch. We also expect the students to stay at the same table group. The lunch numbers are listed below for your reference.

Early Lunch - 105-115 students
Late Lunch - 75-95 students

After the change
Early Lunch - 65-80 students
Middle Lunch - 50-60 students
Late Lunch - 65-70 students

Board Report
October 7, 2020

Does not quite feel like it should be October already. Time has really been flying by and we are almost to the end of the first quarter. The first newsletter has been completed and should be arriving in mailboxes soon. I really appreciate the information and articles that were submitted by the staff.

Our students are really adjusting to the absence of normal and I feel we are beginning to have a sense of routine. We have had to make a lot of adjustments from day to day and at different events. Our teachers have really stepped up to make sure that any transition is as smooth as possible and have helped cover classes when needed. I cannot give enough praise to the staff for all they are doing. I have enjoyed having the opportunity to start visiting classrooms for observations and see our great teachers educating our students.

We are starting to wind down some of our fall activities and will soon be making the change to the next season. The one act play has started their practices with a lot of excitement from those students involved. It is great we have been able to do everything we have this fall and hopefully we can continue to have these opportunities for our students.

Board Report
September 10, 2020

Can you believe we are already over four weeks into the school year! Time is going by extremely fast but I am extremely thankful to even have students. In the first month of the school year we have already had all the parents nights activities and homecoming.

I have started doing my teacher observations and walk-throughs. I am slowly learning the model and the process and each time I work with it it gets a little easier. Mr. Couch has been extremely helpful providing his guidance and experience in this area. On the same note I have started having coaching meetings with the teachers assigned to me. My main focus has been looking at what we can do to improve communication with each other and with parents. I feel effective communication can prevent many issues. I love the saying that “an ounce of prevention is worth a pound of cure.” If we can do a little work now it will go a long way later.

I have spent a lot of time on attendance issues as that has always been an issue in every school I have been involved with. This year it is particularly challenging as we deal with Covid absences on top of the others. Other than attendance our students really have done a nice job and we have had minimal issues.

Curriculum work is ongoing, with social studies set to begin soon. We will have Mark Brady from ESU 7 coming in to help kick start that process in mid October. I am working on cleaning up the curriculum files on the shared folder and making sure the most current information is on our school website.

I will continue to say that I truly love being a part of this district and Scout Nation!

Board Report
August 14, 2020

I am so excited to finally be here working with students and staff again. The work the David CIty team did to prepare for students returning is now paying dividends. The staff have been incredible in their preparations and willingness to do what is needed to allow in person instruction. I have been blown away by the teamwork here!

My transition has been a bit of a whirlwind as I continue to learn my individual roles and responsibilities. Although I have already served as a principal in another school, every school has to do what works best for them. I am becoming more and more familiar each day. I spent one day at ESU 7 learning about the Marzano model and will continue to learn. I have been slowly meeting with teachers individually so I can get to know the staff and for them to get to know a little about me. I also was able to complete the t-shirt order for the 7th graders and new secondary students. I hope to receive those shirts in the next couple of weeks and I put the design below.

The first thing I noticed about the students here is how respectful they are. I am impressed with how they interact with adults and each other. The vast majority of the students are wearing masks and although they do not like it there has not been much complaining. My own children have really enjoyed their first couple days of school and continue to tell me how nice everyone has been.

I know things will continue to be hectic and I will continue to learn the ways of David City but I can most definitely say there is no other place I would rather be.

Chad Lindsley
Assistant Principal
David City Secondary Schools

David City Elementary March Board Report

Welcome March! It is sure nice to have spring around the corner as we finish up the third quarter and look into the final quarter of the year. I know this last quarter will go very fast with testing, spring events, and pre-planning for next year.

In this board report you will find information on spring parent teacher conferences, NAESP K-3 Leadership Academy acceptance, and upcoming spring events/activities, and mCLASS DIBELS Assessment.

On March 2, we hosted parent teacher conferences. We had a total of 97% in parent attendance. This is up from 95% in the fall. It was a great day and I had a lot of great feedback from teachers based on discussions with parents in reference to their students' progress over the course of this school year. Parent teacher conferences are a testament to the great partnerships we have with our families here at DCPS

I was recently accepted into the NAESP K-3 Leadership Academy. The leadership academy will consist of three different meeting dates over the course of next school year. I am excited to join the leadership academy, where I can continue my growth and understanding of early childhood and best practices for both my staff and our students.

As we get closer to spring, we are looking at scheduling all of our spring events. So far, this spring, we have scheduled all class field trips, both 3rd - 6th grade field day and Kindergarten - 2nd grade field day. We have also planned and set dates for our preschool and kindergarten roundup dates. These will occur on the same day where we will invite incoming kindergarteners in the morning and incoming preschoolers in the afternoon. We have already had a few preschool students register for next year.

Our Spring family night is coming up on Tuesday, April 4. This is a night where our families come and visit their child's classroom and participate in either a math, social studies, or science activity. We will also have our Book Fair open during our family night, where we will be selling Scholastic books in our library. Our family nights are always engaging and tend to have a great turnout.

As we look into next year. Our DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Reading program will be changing its platform. DIBES is the assessment we use in order to gauge students' reading ability specific to fluency and foundational reading skills. Students do word reading, nonsense word reading (made up words), and then oral reading fluency. DIBELS is an assessment that we benchmark three times per year and depending on student growth, we use it for progress monitoring throughout the year. We are having to make a switch to either the ALO platform, which is the new version of what we already use, or to mCLASS, which is an Amplify product. With mCLASS being an Amplify product, how a student performs on their DIBELS is directly linked to specific CKLA lessons and skills within our reading program. We will hopefully come to a decision on what best supports our students and teachers.

As we move throughout the month of March, we will be working to finish strong with final benchmark and NSCAS assessments coming in April. This last quarter is going to go very fast, so it will be important for us to ensure that we are utilizing all the time we have to educate our students. Have a great month!

Mikhail Happ
Principal
David City Elementary

Bellwood Elementary Board of Education Report
February 2023

As always, the past month was very busy and there was a lot going on. Here are some highlights:c

- **Administrative Assistant Update** - Mrs. Breanna Rodriguez-Sobata is doing well in her role as the new administrative assistant at Bellwood Elementary. It has been great to get to know her as she transitions into her role.
- **High School Visitors -** Both the FFA students and the Spanish 4 students from the high school made trips to Bellwood in the last month to work with our students. It has been great to have them in the building working with our students as they seem to really enjoy the opportunity to learn from these older role models.
- **Positive Behavior Intervention and Supports(PBIS)** - As always, the PBIS team in Bellwood is busy rewarding positive behavior from students and addressing any behavioral concerns. The PBIS team has come up with a new positive incentive program for cafeteria behavior that we will roll out Monday. We have revised all 12 of the school-wide expectations and have added pictures to them to make them understandable for all learners. We will be adopting the voice levels poster that David City Elementary uses as we have good feedback from them on it.
- **Instructional Rounds** - Bellwood Elementary participates in a staff development program facilitated by ESU 7 that utilizes instructional rounds to show teachers positive teaching practices of others. Cross County visited Bellwood this past month, and we had two different groups of teachers visit there.
- **Curriculum Alignment** - The K-5 vertical alignment of the critical concepts is complete. We have a plan in place for 4th grade to start writing their scales next Wednesday.
- **Parent Teacher Conferences -** These were well attended last week. We are still working on final percentages as we had one teacher absent due to illness. She is making hers up next week.
- **Parent Involvement -** In the past, Bellwood hosted Muffins with Mom and Donuts with Dad/Pancakes with Papa. We will be doing this again, but we have renamed them to be more friendly to all dynamics of families. In March, we will be hosting Pancakes with a Pal where students can bring a positive male figure. In April, we will host Muffins in the Morning where students can bring a positive female influence. Since preschool no longer eats in the cafeteria and eats later in the morning, we will be hosting a separate event for preschool.
- **End of Year Activities Planning -** We have been busy in the last couple of weeks making sure all of the end of the year activities are scheduled. Field days, field trips, 6th grade transition day, and preschool and kindergarten round-up are all events we have been getting on the calendar for the end of the year.
- PTO Family Movie Night - On Thursday night, the PTO hosted a family movie night. Families brought, lawn chairs, blankets and pillows. The Bellwood AMpride donated popcorn and the PTO provided water. It was a great event with over an estimated 150 in attendance. It was fun to see everyone spread out over the gym.

As you can see, the past month was very busy. Please let me know if you have any questions.

Peggy Romshek
Bellwood Elementary Principal
David City Public Schools

3/10/2023
School Board Report: Special Education
Submitted by: Kari Daniels

March is here so spring is just around the corner. I am working on walk-throughs and formal evaluations. We need to have all of these completed by April 15th. No matter how much planning we do, I think we all feel the mad dash to the finish line. Our evaluation process is based largely on a growth model, so this is a great opportunity to discuss performance, areas for continued growth, and strategies that are being used or could be used to help students make progress on their goals.

There continues to be new referrals and requests for evaluations on a weekly basis. We have students moving into the district with IEPs from other states. We need to look at their documents and determine if we have enough information to make a special education placement in Nebraska. If there is enough information, we can hold the necessary meetings to begin special education services. If there is not enough information or current information, we have to conduct an evaluation and adhere to a strict timeline so that services can begin. Recently, there has been an influx of students that will need significant supports in order to be successful. Our staff continues to work hard to ensure that these students feel welcome in their new environment and that they receive the services and supports that they are entitled to.

Nebraska's annual autism conference is going to be held at the end of March in Kearney. I will be attending that conference with Grace Lenz, the special education teacher in Bellwood. This conference is phenomenal as they bring in many national experts to speak on a wide variety of topics. There continues to be an increase in the number of students who are on the autism spectrum. The more training we can get for our staff, the better! Autism and emotional disturbance (formerly behavior disorder) categories require the most specialized and significant support from all of our staff. I know that they appreciate the support that they receive from administration, the ESU and the school board. Please know that our paras and teachers are working very hard to support all of our students.

All Scouts Have Power

Board Report for March 2023

Activities

The last of our winter activities will conclude this week with State Speech. I am pleased with the time, effort, and performances our winter teams put together this past season. I am in the process of meeting with our coaches and sponsors as they wrap up their season. During our meeting, we focus on their evaluation of the season and future goals for their programs. We are also discussing schedule changes they would like to see, equipment that needs to be purchased, and the results from the athlete surveys that were given earlier in the season. I truly enjoy these conversations, because our coaches have a strong commitment to their athletes and want to be successful.

I will also be bringing you a copy of a proposed adaptation of our mascot. Alaina Andel has created a female version of the David City Scout and I really like the work and detail that she has put into the design. I also appreciate her creativity and initiative. While I do not want to change our mascot, I believe we can use it in a similar way to the way we use the modified e-Sports mascot.

In the next few months, I would also like to bring Alex Thoendel to a Board meeting to have him show you some of the pieces he has created for our video boards in the gym. You have probably seen some of his work with team images and business ads, but he is expanding his work. He has built some trivia questions to entertain fans as well as put together videos that will showcase our activities and classes taught at David City High School.

Director of Learning

Last week I attend a workshop with other curriculum directors across the state. Some of the topics discussed included changes coming to the AQuEST System. (This is the system used to rate/rank schools in Nebraska.) These changes could include adding school behavior and making adjustments to attendance reporting. We also heard from the Nebraska Department of Education on Statewide Assessment. They do not have a clear direction, but the State's contract with their current test provider is going to be up soon and we can anticipate changes. This is the primary reason we kept the NWEA MAP growth assessment in David City. These frequent changes in the state assessment system do not allow us to measure the progress of our students.

David City Public Schools					
ESSER III American Rescue Plan (ARP) Grant Funds					
$756,265 Total					
Reviewed March 13, 2023					
2021-22		**2022-23**		**2023-24**	
LHMP	$44,000	**LHMP**	$55,000	**LHMP**	$55,000
CAD Computers & Cart	$15,000	**pK Teacher**	$65,135	**pk Teacher**	$67,089
			$37,092		$38,204
		Lang Art Curriculum	$150,000		
Summer School '22 Teachers	$20,000	**Summer School '23 Teachers**	$20,000	**Summer School '24 Teachers**	$20,000
	$6,100		$6,100		$6,100
Bleachers	$19,319	**Retention Pay**	$113,226		
Isolate Student Body		Certified Staff	$18,900		
Annual Totals	**$104,419**		**$465,453**		**$186,393**
Overall Total	**$756,265**				

DAVID CITY PUBLIC SCHOOLS

SAFE RETURN TO SCHOOL PLAN

2022-2023

David City Public Schools

750 D Street

David City, NE 68632

https://www.davidcitypublicschools.org

First Updated July 1, 2021

Last Reviewed/Updated March 2023

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Section I: A Safe Return Plan

General Information (Pursuant to the Federal American Rescue Plan)

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021, Public Law. The ARP Act includes nearly $122 billion for the Elementary and Secondary School Emergency Relief (ESSER III) Fund that allows state and local education agencies (LEAs) to take additional steps for continued safe in-person instruction and to address unfinished teaching and learning to mitigate the COVID-19 pandemic. The ARP Act requires each school district that receives ARP ESSER funds to develop and make publicly available on the school district's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction, and continuity of services for all schools (Safe Return Plan). The ARP Act further requires that the district seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. A school district must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Please Note: *The district plans to operate in a traditional learning environment during the 2022-2023 school year unless there is a state or federal mandate that requires school districts to implement the protocols listed below or if there is a COVID-19 outbreak (10% or more of the student/staff population testing positive for COVID-19 or 80 individuals total). If a COVID-19 outbreak where to occur, the district would look to implement some or all of the safety protocols listed below for a short timeframe (1 to 10 consecutive days that school is in session).*

Universal & Correct Wearing of Masks

If there is a state or federal mandate that requires school districts to implement Universal & Correct Wearing of Masks or if there is a COVID outbreak (10% or more of the student/staff population testing positive for COVID-19 or 80 individuals total). If a COVID-19 outbreak where to occur, the district would look to implement some or all of the safety protocols listed below for a short timeframe (1 to 10 consecutive days that school is in session).

Modifying Facilities to Allow for Physical Distancing (e.g., Cohorts or Podding)

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table.

Handwashing & Respiratory Etiquette

Elementary School (PK-6):

Students will be required to wash their hands at least 2 times a day. Each self-contained classroom teacher will set up a time for their class to wash their hands. Students will wash their hands before and after lunch every day.

Jr./Sr. High School (7-12):

Students will be required to wash their hands at least 2 times a day. Students will wash their hands before and after lunch every day.

In addition, the district will post signage about frequent hand washing, cough etiquette, and nose blowing. Signage will be widely posted, disseminated, and encouraged through various methods of communication.

Cleaning & Maintaining Healthy Facilities (Including Improving Ventilation)

The following essential actions will be taken to ensure that the facilities are safe for students and staff to inhabit. The district will:

- Change air filters regularly.
- Distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transition between classrooms (Pending availability).
- Post signage about frequent hand washing, cough etiquette, and nose blowing. Signage will be widely posted, disseminated, and encouraged through various methods of communication.
- Follow guidance from the CDC when performing all cleaning related duties.

Contact Tracing (Isolation & Quarantine)

The district will follow the contact tracing (Isolation & Quarantine) guidelines from both the CDC and Public Health Solutions during the 2022-2023 school year.

Diagnostic & Screening Testing

All students will be required to pass a temperature check before they can get on a bus in the morning or enter any district facilities. Any student with a fever of 100.4°F or higher (or if the student is displaying other signs of illness) will need to stay home for up to 24 hours. Building principals will setup daily schedules for staff members to administer temperature checks in the mornings (teachers & paras). The district will not pick up any student that does not pass a temperature check in the mornings. If a student is dropped off in the morning and they do not pass a temperature check, the district will bus the student back home. We are advising all parents to take your children's temperature before they get on a bus or before you drop them off at school.

Efforts to Provide Vaccinations to School Communities

The administration will work with Four Corners to promote local vaccination clinics in our region and allow Four Corners the ability to use our facilities if necessary to provide vaccinations to all eligible students and patrons in our community.

Accommodations for Children with Disabilities

Students qualifying for extra support through an IEP or through a 504 plan will continue to receive services and support according to their plans throughout the 2022-2023 school year. Accommodations, modifications, and related services will be provided as outlined in a student's plan during in-person learning.

Coordination with State & Local Health Officials

Similar to the 2021-2022 school year, the superintendent will meet as needed with the state and local health officials.

Continuity of Services

The district has invested in iPads/Chromebooks/Laptops for students and provided our teachers with remote learning trainings to ensure continuity of instruction will still occur should in-person learning not be possible due to a COVID-19 outbreak. In addition, students will continue to be provided accommodations as stated in their IEP or 504 plans during remote learning. Parent input will be sought to develop a plan for the provision of remote IEP services and student progress will be reviewed by the student's team when in-person learning resumes.

In the event of a COVID-19 outbreak, regular communication, using all available modalities, with students will be required of administrators and teachers to ensure the safety, academic engagement, and wellness of students. If in-person instruction is not possible, breakfast and lunch may be provided to students through a USDA approved system. School counselors and mental health support staff will be available online by appointment for any students or staff in need of assistance.

Closures

The Board of Education and Administration would like to personally thank all staff members, students, and parents for your dedication and efforts during the 2021-22 school year. Everyone worked tirelessly to ensure that students were being educated in-person during a global pandemic. The district is appreciative of everyone's flexibility and patience. It is possible that there will be some uncertainty regarding what lies ahead this school year concerning the COVID-19 pandemic, but the district's plan is to operate in a more traditional learning environment during the 2022-2023 school year.

School Lunch Prices
2023-24

DCPS School Lunch Prices											
March 2023 Board Meeting						Reduced Breakfast: $0.30			Reduced Lunch: $0.40		
Breakfast	**2023-24**	**2022-23**	**2021-22**	**2020-21**	**2019-20**	**2018-19**	**2017-18**	**2016-17**	**2015-16**	**2014-15**	**2013-14**
K-6	**$2.00**	$1.90	$1.85	$1.80	$1.75	$1.75	$1.65	$1.60	$1.50	$1.45	$1.35
7-12	**$2.00**	$1.90	$1.85	$1.80	$1.75	$1.75	$1.65	$1.60	$1.50	$1.45	$1.35
Adult	**$2.75**	$2.60	$2.40	$2.35	$2.25	$2.25	$2.05	$2.00	$1.90	$1.85	$1.75
Lunch											
K-6	**$3.20**	$3.10	$3.05	$3.00	$2.90	$2.90	$2.75	$2.70	$2.60	$2.55	$2.45
7-12	**$3.40**	$3.30	$3.25	$3.20	$3.10	$3.10	$3.00	$2.95	$2.85	$2.80	$2.70
Adult	**$4.50**	$4.25	$3.90	$3.85	$3.70	$3.70	$3.50	$3.45	$3.35	$3.30	$3.20
Milk	**$0.50**	$0.45	$0.45	$0.45	$0.45	$0.45	$0.45	$0.45	$0.45	$0.45	$0.40
2023-24					**K-6**	**7-12**	**Adult**				
1st Qtr - 46 Days											
Breakfast					$92.00	$92.00	$126.50				
Lunch					$147.20	$156.40	$207.00				
2nd Qtr - 44 Days											
Breakfast					$88.00	$88.00	$121.00				
Lunch					$140.80	$149.60	$198.00				
3rd Qtr - 44 Days											
Breakfast					$88.00	$88.00	$121.00				
Lunch					$140.80	$149.60	$191.25				
4th Qtr - 45 Days											
Breakfast					$90.00	$90.00	$123.75				
Lunch					$144.00	$153.00	$202.50				
Year - 179 Days											
Breakfast					$358.00	$358.00	$492.25				
Lunch					$572.80	$608.60	$805.50				

School Lunch Prices
2023-24

Preschool Tuition Rates
2023-24

DCPS School Preschool Tuition Rates											
March 2023 Board Meeting											
	2023-24	**2022-23**	**2021-22**	**2020-21**	**2019-20**	**2018-19**	**2017-18**	**2016-17**	**2015-16**	**2014-15**	**2013-14**
All Day	**$160.00**	$150.00	$150.00	$150.00	$140.00	na	na	na	na	na	na
Half Day	**$90.00**	$85.00	$85.00	$85.00	$80.00	$80.00	$80.00	$80.00	$75.00	$75.00	$75.00

David City Public Schools | 2023-2024 School Calendar | Approved Mon Nov 14, 2022

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28*	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22-	23
24	25	26	27	28	29	30
31						

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29*		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16-	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Reporting Periods	Student	Teacher
August 3 - October 17	46	52+
October 19 - December 22	44 90	44 96+
January 3 - March 8	44	47
March 12 - May 17	45 89	46+ 93+
Total Days in Session	179	190
Teacher Contract Days		187

Key	
28*	pK-12 P/T Conf 12noon-8pm; No School For Students
19	End of Quarter Oct 17, Dec 22, Mar 8, May 17
4	~~School NOT in Session~~
18	Staff Prof Dev Day; No School For Students
23	New Quarter Aug 10, Oct 19, Jan 4, Mar 12
22-	1:30 Dismissal Dec 22, May 16

Aug 3 - New Teachers and Mentors Work Day
Aug 4,7,8,9 - Staff Prof Dev Days; No School For Students
Aug 9 - Open House in the Evening
Aug 10 - First Day of School For Students
Sept 4 - Labor Day; School NOT in Session
Sept 18 - Staff Prof Dev Day; No School For Students
Sept 28 - pK-12 P/T conf 12noon-8pm; No School For Students
Oct 17 - End of 1st Qtr (46 Days)
Oct 18 - School NOT in Session
Oct 19 - 2nd Quarter Begins
Nov 22,23,24 - Thanksgiving; School NOT in Session
Dec 22 - End of 2nd Qtr (44/90 Days); 1:30 Dismissal
Dec 23 through 27 - NSAA Practice Moratorium
Dec 23 through Jan 2 - School NOT in Session
3 snow days already built into the calendar, however,
Mar 28, Mar 29, & Apr 29 could be student days if necessary

Jan 1 & 2 - School NOT in Session
Jan 3 - Staff Prof Dev Day; No School For Students
Jan 4 - 3rd Quarter Begins
Jan 19 - DC Wrestling Invite; Staff Work Day; No School For Students
Feb 16 - School NOT in Session
Feb 29 - pK-12 P/T Conf 12noon-8pm; No School For Students
Mar 8 - End of 3rd Qtr (44 Days)
Mar 11 - School NOT in Session
Mar 12 - 4th Quarter Begins
Mar 28 - Staff Prof Dev Day; No School For Students
Mar 29 - School NOT in Session
Apr 29 - School NOT in Session
May 8 - Seniors Last Day
May 11 - Graduation at 1pm
May 16 - End of 4th Qtr (45/89 Days); 1:30 Dismissal
May 17 - Staff Work Day 8am-12n; No School For Students

2023-24 Teacher Contract Days			
190 Days; 3 Snow Days			
187 Per Contract			
First Quarter	**Second Quarter**	**Third Quarter**	**Fourth Quarter**
Aug 3 - New Teacher Only	Oct 19 (1)	Jan 3 - Teacher Only	Mar 12 (1)
Aug 4 - Teacher Only	Oct 20 (2)	Jan 4 (1)	Mar 13 (2)
Aug 7 - Teacher Only	Oct 23 (3)	Jan 5 (2)	Mar 14 (3)
Aug 8 - Teacher Only	Oct 24 (4)	Jan 8 (3)	Mar 15 (4)
Aug 9 - 1.5 Teacher Only	Oct 25 (5)	Jan 9 (4)	Mar 18 (5)
Aug 10 (1)	Oct 26 (6)	Jan 10 (5)	Mar 19 (6)
Aug 11 (2)	Oct 27 (7)	Jan 11 (6)	Mar 20 (7)
Aug 14 (3)	Oct 30 (8)	Jan 12 (7)	Mar 21 (8)
Aug 15 (4)	Oct 31 (9)	Jan 15 (8)	Mar 22 (9)
Aug 16 (5)	Nov 1 (10)	Jan 16 (9)	Mar 25 (10)
Aug 17 (6)	Nov 2 (11)	Jan 17 (10)	Mar 26 (11)
Aug 18 (7)	Nov 3 (12)	Jan 18 (11)	Mar 27 (12)
Aug 21 (8)	Nov 6 (13)	Jan 19 - Teacher Only	Mar 28 - Teacher Only
Aug 22 (9)	Nov 7 (14)	Jan 22 (12)	Apr 1 (13)
Aug 23 (10)	Nov 8 (15)	Jan 23 (13)	Apr 2 (14)
Aug 24 (11)	Nov 9 (16)	Jan 24 (14)	Apr 3 (15)
Aug 25 (12)	Nov 10 (17)	Jan 25 (15)	Apr 4 (16)
Aug 28 (13)	Nov 13 (18)	Jan 26 (16)	Apr 5 (17)
Aug 29 (14)	Nov 14 (19)	Jan 29 (17)	Apr 8 (18)
Aug 30 (15)	Nov 15 (20)	Jan 30 (18)	Apr 9 (19)
Aug 31 (16)	Nov 16 (21)	Jan 31 (19)	Apr 10 (20)
Sept 1 (17)	Nov 17 (22)	Feb 1 (20)	Apr 11 (21)
Sept 5 (18)	Nov 20 (23)	Feb 2 (21)	Apr 12 (22)
Sept 6 (19)	Nov 21 (24)	Feb 5 (22)	Apr 15 (23)
Sept 7 (20)	Nov 27 (25)	Feb 6 (23)	Apr 16 (24)
Sept 8 (21)	Nov 28 (26)	Feb 7 (24)	Apr 17 (25)
Sept11 (22)	Nov 29 (27)	Feb 8 (25)	Apr 18 (26)
Sept 12 (23)	Nov 30 (28)	Feb 9 (26)	Apr 19 (27)
Sept 13 (24)	Dec 1 (29)	Feb 12 (27)	Apr 22 (28)
Sept 14 (25)	Dec 4 (30)	Feb 13 (28)	Apr 23 (29)
Sept 15 (26)	Dec 5 (31)	Feb 14 (29)	Apr 24 (30)
Sept 18 - Teacher Only	Dec 6 (32)	Feb 15 (30)	Apr 25 (31)
Sept 19 (27)	Dec 7 (33)	Feb 19 (31)	Apr 26 (32)
Sept 20 (28)	Dec 8 (34)	Feb 20 (32)	Apr 30 (33)
Sept 21 (29)	Dec 11 (35)	Feb 21 (33)	May 1 (34)
Sept 22 (30)	Dec 12 (36)	Feb 22 (34)	May 2 (35)
Sept 25 (31)	Dec 13 (37)	Feb 23 (35)	May 3 (36)
Sept 26 (32)	Dec 14 (38)	Feb 26 (36)	May 6 (37)
Sept 27 (33)	Dec 15 (39)	Feb 27 (37)	May 7 (38)
Sept 28 - Teacher Only	Dec 18 (40)	Feb 28 (38)	May 8 (39)
Sept 29 (34)	Dec 19 (41)	Feb 29 - Teacher Only	May 9 (40)
Oct 2 (35)	Dec 20 (42)	Mar 1 (39)	May 10 (41)
Oct 3 (36)	Dec 21 (43)	Mar 4 (40)	May 13 (42)
Oct 4 (37)	Dec 22 (44)	Mar 5 (41)	May 14 (43)
Oct 5 (38)		Mar 6 (42)	May 15 (44)
Oct 6 (39)		Mar 7 (43)	May 16 (45)
Oct 9 (40)		Mar 8 (44)	May 17 - 0.5 Teacher Only
Oct 10 (41)			
Oct 11 (42)			
Oct 12 (43)			
Oct 13 (44)			
Oct 16 (45)	44 Student		45 Student
Oct 17 (46)	44 Teacher		46.5 Teacher
46 Student	90 Student	44 Student	89 Student
52.5 Teacher	96.5 Teacher	47 Teacher	93.5 Teacher

Substitute Teacher Pay Rates
2023-24

DCPS School Substitute Teacher Pay Rates											
March 2023 Board Meeting											
	2023-24	**2022-23**	**2021-22**	**2020-21**	**2019-20**	**2018-19**	**2017-18**	**2016-17**	**2015-16**	**2014-15**	**2013-14**
All Day	**$160.00**	$155.00	$150.00	$145.00	$140.00	$135.00	$130.00	$120.00	$115.00	$115.00	$115.00
Half Day	**$80.00**	$77.50	$75.00	$72.50	$70.00	$67.50	$65.00	$60.00	$57.50	$57.50	$57.50

David City Public Schools

Chad Denker <denker@dcscouts.org>

Fwd: Next Year Plans

2 messages

Mikhail Happ <happ@dcscouts.org> Wed, Mar 8, 2023 at 8:46 AM
To: Chad Denker <Denker@dcscouts.org>

Not sure if she also reached out to you.

---------- Forwarded message ---------
From: **Mika Taylor** <taylorm@dcscouts.org>
Date: Wed, Mar 8, 2023 at 8:24 AM
Subject: Next Year Plans
To: Mikhail Happ <happ@dcscouts.org>

Good morning,

I wanted to let you know that I have submitted my letter of intent and have made my final decision regarding next year. I have decided not to return to David City for the 2023-2024 school year. This is not a decision I came to lightly. After a lot of thought and consideration I am confident that this is the best decision for my family at this time. Thank you for your support and patience while I was working through this.

Mika

--

Mikhail Happ

Principal | David City Elementary

(402) 367-3779 | happ@dcscouts.org | www.davidcitypublicschools.org

All Scouts Have Power

Chad Denker <Denker@dcscouts.org> Wed, Mar 8, 2023 at 1:04 PM
To: Mika Taylor <taylorm@dcscouts.org>

Thanks for letting us know that you do not plan to return next year. We wish you the best. If there is anything I can do to help you in the future, please let me know. I will use your email to Mr Happ and your letter of intent as your resignation unless you wish to write a separate letter. That is optional and not necessary. What I have is sufficient. Good luck to you and best wishes when you become a mom. It is life-changing and hard work becoming a parent but the most rewarding thing you will ever do.
[Quoted text hidden]
--
Dr. Chad Denker
Superintendent

David City Public Schools
750 D Street
David City, NE 68632

Phone: (402)367-4590
Fax: (402)367-3479
Cell: (402)641-0265
denker@dcscouts.org

www.davidcitypublicschools.org

David City Public Schools

davidcitypublicschools.org

David City Middle/High School
750 D Street
David City, NE 68632-1724
402-367-3187 · 402-367-3479 fax

David City Elementary
826 E Street
David City, NE 68632-1724
402-367-3779 · 402-367-3783 fax

Bellwood Elementary
612 Park, P.O. Box 100
Bellwood, NE 68624-0100
402-538-4805 · 402-538-2041 fax

Superintendent's Office
750 D Street
David City, NE 68632-1724
402-367-4590 · 402-367-3479 fax

TO: **Mika Taylor**

FROM: Chad Denker, Superintendent

RE: **NOTICE OF INTENT FOR 2023-2024**

DATE: Monday, March 6, 2023

In order to determine proper staffing, it is necessary that you advise the school district as to whether you plan to return to the David City Public Schools district for the 2023-2024 school year.

Therefore, you should return this form indicating your intent and whether or not you wish to remain employed by David City Public Schools for 2023-2024

Per board policy #4145, failure to respond to this memo by **Friday, March 31, 2023** may be a basis for termination or non-renewal of your employment at the end of the present contract period. Due to a staffing shortage across the state, no extension of the timeline will be granted.

This is my notification to the David City Public Schools that I:

_____ **Intend to continue** employment with the David City Public Schools for the 2023-2024 school year.

_X_ **Do not** wish to accept the renewal of my contract for the 2023-2024 school year.

It is understood that if you are issued a notice of termination, cancellation or non-renewal, or a notice that the contract will not be extended, that this letter of intent is null and void and of no force or effect and does not extend your contract for the 2023-2024 school year.

Please return to the Superintendent's Office no later than Thursday, March 23rd, so we can ensure all certified staff are accounted for.

Received 3/7/23

March 6th, 2023

Dear Dr. Denker and Board of Education,

I am sending this letter to inform you that I would like to resign from my position as an elementary school teacher at David City Public Schools effective for the 2023-2024 school year. I am beyond thankful for my years at David City Public Schools. This district has top notch students, families, teachers, leadership, and support staff. I truly believe that the staff at David City Public Schools is constantly striving to do what is best for kids, and provide our students with the best education possible. All of these factors have made David City Public Schools a great place to work. I am also grateful for all of the guidance, support, and expertise that I was provided with over the course of my career here. I appreciate your cooperation in considering my resignation.

Please let me know if you have any questions or concerns in regards to my resignation notice.

Yours Sincerely,

Jessica Romshek

Jessica Romshek
Third Grade Teacher
David City Elementary School

March 2023
Board Mtg

David City Public Schools

Chad Denker <denker@dcscouts.org>

Letter

2 messages

Jessica Romshek <romshekJ@dcscouts.org> Mon, Mar 6, 2023 at 4:19 PM
To: Chad Denker <denker@dcscouts.org>, Mikhail Happ <happ@dcscouts.org>

Dear Dr. Denker,
I have attached my resignation letter. I told Mr. Happ this as well, but this was one of the hardest decisions I've had to make. I fully believe in what we are doing here at DCPS, and I appreciate the leadership and support that you and the rest of the staff have provided me with over the course of my career. It is because of the guidance and resources at DCPS that I was able to grow from a nervous first year teacher into the educator that I am today, and for that I am so thankful. I have truly enjoyed my years here, and will especially miss the relationships with my colleagues and students. The decision came down to what makes the most sense for our family at this particular time in our lives. Let me know if you need anything else. Thank you again.

--
Jessica Romshek
David City Elementary School
3rd Grade Teacher

signed letter.pdf
255K

Chad Denker <Denker@dcscouts.org> Mon, Mar 6, 2023 at 4:21 PM
To: Jessica Romshek <romshekJ@dcscouts.org>
Cc: Mikhail Happ <happ@dcscouts.org>

We wish you the best of luck in your new role and thank you for some great years of service here at DC Elem. Let me know if I can be of any help to you in the future.

[Quoted text hidden]
--
Dr. Chad Denker
Superintendent

David City Public Schools
750 D Street
David City, NE 68632

Phone: (402)367-4590
Fax: (402)367-3479
Cell: (402)641-0265
denker@dcscouts.org

www.davidcitypublicschools.org

Joslyn Crow

March 2023
Board Mtg

March 6, 2023

David City Public Schools
826 E Street
David City, Nebraska 68632

Dear Mr. Happ,

Please accept this letter as formal notice of my resignation from my position as the 4-6th Special Education teacher and Middle School Volleyball Coach at David City Public Schools, as I will not be renewing my contract for the following school year.

Thank you for giving me the opportunity to work in this position for the past school year. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge back home.

Thank you again for this opportunity to learn and grow, I wish you and David City Elementary all the best for the future.

Sincerely,

Joslyn R. Crow

March 2023
Board Mtg

03/06/2023

David City Public Schools
826 E Street
David City, Nebraska 68632

Dear Mr. Happ,

Please accept this letter as my formal resignation from my position as 6th grade teacher at David City Public Schools; as I will not be renewing my contract in the following year. I appreciate the time you have given me in this experience and the influence you have made on me as a teacher.

I thank you for the support that was given to me throughout my time at DCES and am grateful for all of the feedback given in order to grow as a professional. The reason for my resignation is due to our relocation/change of residence. It is no longer feasible for me to drive such a long distance for work. I will be moving on to a new chapter in my life in Lincoln, Ne. Thank you again for the amazing first year experience!

Sincerely,
Elisha W Hartmann
Elisha W Hartmann

March 2023
Board Mtg

March 3rd, 2023

Dear Mr. Couch,

Please accept this letter as notice of my resignation from my David City High School, school counseling position, for the 2023-24 school year.

I have thoroughly enjoyed my experiences at David High School the last four years, so this decision was extremely difficult for me. The students, staff and administrators here at David City High School are truly something special, and I will forever cherish my time spent here. I am so appreciative for the opportunities that David City Public Schools have offered me, and for the lasting relationships that I have formed with the people here. David City High School is an amazing place, and will always hold a special place in my heart.

Thank you for your understanding,

Sara Miriovsky

Sara Miriovsky

Jana Yokel
416 H Street Apt. 2B/ David City, NE 68632/ 402-802-5591/ janayokel@windstream.net

March 2023
Board Mtg

March 1, 2023

Dr. Chad Denker
Superintendent
David City Public Schools
750 D Street
David City, NE 68632

Dear Dr. Denker:

Please accept my resignation from my position as a Special Education Teacher at David City Elementary School at the end of the 2022-2023 school year.

It has been a great pleasure to educate the students and be part of the David City Public Schools for the past 27 years. I appreciate the opportunity to be part of the lives of the students and be part of the school community. The administration has been very supportive during my tenure with the school district. David City will always hold a special place in my heart.

I will be moving to Iowa to be closer to family and have accepted a teaching position with the West Des Moines Community Schools.

I wish you all the best. If I can be of any assistance to the school district with this transition, please let me know. Again, I thank you for the opportunity to serve the families of David City. Thank you!

Sincerely yours,

Jana Yokel

Jana Yokel

cc.Mikhail Happ, Principal, David City Elementary School

March 2023

Board Mtg

2-22-2023

Mr. Cortney Couch
Principal
David City Junior/Senior High

Dear Mr. Couch,

I am writing to inform you that I will be resigning from my position as 7th and 8th grade special education teacher at the end of the school year. I will be resigning because my family is moving to a different town. Thank you for the amazing opportunity to work at David City Public Schools.

Sincerely,
Hannah Core

David City Public Schools

Chad Denker <denker@dcscouts.org>

Letter of Resignation

2 messages

Joshua Taylor <taylorj@dcscouts.org> Thu, Mar 9, 2023 at 4:44 PM
To: Chad Denker <Denker@dcscouts.org>, Mikhail Happ <happ@dcscouts.org>

Good evening,

I am submitting my formal letter of resignation for the 2023-2024 school year pending Seward Public School's board approval. I thank you for the opportunity to begin my career at David City. I have appreciated my time here.

Thanks again,

Josh Taylor
--
Josh Taylor
5th Grade Teacher
David City Public Schools
(402) 367-3779

Chad Denker <Denker@dcscouts.org> Thu, Mar 9, 2023 at 4:57 PM
To: Joshua Taylor <taylorj@dcscouts.org>
Cc: Mikhail Happ <happ@dcscouts.org>

Thanks for letting me know. I appreciated the conversation this afternoon. Good luck to you and Mika.

[Quoted text hidden]
--
Dr. Chad Denker
Superintendent

David City Public Schools
750 D Street
David City, NE 68632

Phone: (402)367-4590
Fax: (402)367-3479
Cell: (402)641-0265
denker@dcscouts.org

www.davidcitypublicschools.org

I submit to the board of education my resignation from David City Public Schools at the conclusion of the current contract year.

_____

Lora Jewell