

**Board of Education Regular Meeting**  
Room 503, West Building, Genoa, NE 68640  
816 Willard Avenue  
Genoa, NE 68640  
Monday, August 20, 2018 7:30 PM

David Baxa:	Present
Joe Beck:	Present
John Nelson:	Present
John Reeg:	Present
Jennifer Swantek:	Present
Jason Urkoski:	Present

1. Meeting Called to Order
  - 1.1. Open Meeting Law
  - 1.2. Meeting Properly Published and Posted
  - 1.3. Rules For Public Participation Stated
2. Roll Call
  - 2.1. Excused/Unexcused Absences
3. Approval of Agenda
4. Approval of Minutes of Previous Meetings
5. Treasurer's Financial Report
6. Approval of Claims
7. Reports of Administrators and Committees
  - 7.1. Visitors
  - 7.2. Principal's Reports
  - 7.3. Activities Report
  - 7.4. Superintendent Report
  - 7.5. Board of Education Report
8. Old Business

- 8.1. Consider and Take Possible Action to Approve Superintendent Salary Increase
9. New Business
  - 9.1. Consider and Take Possible Action to Adopt Policy 4013, Grievance Procedure
  - 9.2. Consider and Take Possible Action to Award Bid for Chromebooks
  - 9.3. Consider and Take Possible Action to Accept Proposal For Removal of House Dwelling at 1009 Webster Avenue, Genoa, NE
  - 9.4. Consider and Take Possible Action to Approve Contract for Special Education Coordinator
  - 9.5. Consider and Take Possible Action to Approve Corrected Extended Contract for FCLA Sponsor
  - 9.6. Consider and Take Possible Action to Approve Plan For Transportation of Junior High Students Back to Home Community After Practice
  - 9.7. Consider and Take Possible Action to Approve Corrections to Staff Handbook.
  - 9.8. Consider and Take Possible Action to Approve Proposed Repairs/Replacements to Basket Support Structure in H.S. Gym
  - 9.9. Consider and Take Possible Action to Approve Standard Response Protocol based on the I Love You Guys foundation.
10. Date, Time, and Location of Next Meeting
11. Executive Session
12. Adjournment

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Jennifer Swantek, Board President

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Dan Preister, Board Secretary

**Board of Education Regular Meeting**  
Room 503, West Building, Genoa, NE 68640  
Room 503  
West Building  
Genoa, NE 68640  
Monday, July 16, 2018 7:30 PM

Dave Baxa:	Present
Joe Beck:	Present
John Nelson:	Present
John Reeg:	Present
Mrs. Jennifer Swantek:	Present
Jason Urkoski:	Present

1. Meeting Called to Order

1.1. Open Meeting Law

1.2. Meeting Properly Published and Posted

1.3. Rules For Public Participation Stated

2. Roll Call

2.1. Excused/Unexcused Absences

3. Approval of Agenda

Motion to Approve Agenda and move item 9.15 to follow after item 11 Passed with a motion by Joe Beck and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

4. Approval of Minutes of Previous Meetings

Motion to Approve Minutes of Previous Meetings Passed with a motion by Jason Urkoski and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

5. Treasurer's Financial Report

Motion to Approve Treasurer's Financial Report Passed with a motion by John Nelson and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

6. Approval of Claims

Motion to Approve Claims Passed with a motion by Jason Urkoski and a second by Joe Beck. Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

## 7. Reports of Administrators and Committees

### 7.1. Visitors

Visitors voiced their opinions, questions, and concerns if Twin River were to offer the sport of baseball for the 2018-2019 school year.

### 7.2. Principal's Reports

Elementary and High School Principal's Report:

Custodians and summer help continue to clean and prepare for classrooms and facilities for next Fall. Administration preparing handbooks and getting them ready for printing, reporting to the state, completing schedules, and in-service planning. Teachers have been working on classrooms and setting up in their new assigned rooms. Many teaching staff members have been attending educational workshops in the areas of technology, educational methods, educational theories and other related topics that will positively impact the students in their classes. Meetings and Workshops: Brooke Koliha at ESU7(Reading Comprehension, Curriculum), Columbus Chamber of Commerce (PBL and Community Relationships), Threat Assessment Training at ESU7. Administration attended PBL World Conference in June. They learned more about Project Based Learning, including more specific methods of supporting teachers in developing and delivering PBL units.

### 7.3. Activities Report

Upcoming events : July 30th- start of Fall sports conditioning , August 6th- start of Fall sports practices, EHC Kick-Off- Wednesday, August 15th Meetings, professional development, and NCA Summer Coaches Multi-Sport Clinic is July 24-26. Mr. Zysset reached out to Class B baseball schools to see who potentially has openings in their schedules to add Twin River if baseball gets approved by the board. He has started to get some feedback, but expects he will get more response when school starts back up in session. Week 1 football game versus Centura will be Thursday, August 23rd instead of Friday, August 24th.

### 7.4. Superintendent Report

East Husker Conference Meeting is August 15th and will be held at Twin River in Genoa. Dr. Weidner spoke about PBL World that he attended in California during June along with the administration team and Otis Pierce from ESU7. There were 1300 people in attendance from around the world. Other meetings included Columbus Chamber meeting and Threat Assessment Training. Dr. Weidner held a baseball meeting to get a head count on high school students interested in playing baseball if Twin River were to offer it in the 2018-2019 school year. New lunch room tables have been installed in the cafeteria. The roof is in the process of being replaced and the cost is covered by insurance.

### 7.5. Board of Education Report

No report given.

## 8. Old Business

8.1. Consider and Take Possible Action to Approve Agreement for Speech Path Services  
Agenda item 8.1 died due to lack of motion.

## 9. New Business

9.1. Consider and Take Possible Action to Start a Baseball Program

Motion to Start a Baseball Program Passed with a motion by Jason Urkoski and a second by Mrs. Jennifer Swantek.

John Reeg: Nay, Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

## 9.2. Hearing - Student Fees

### 9.3. Consider and Take Possible Action to Approve New Coach's Evaluation Instrument

Motion to approve New Coach's Evaluation Instrument Passed with a motion by Jason Urkoski and a second by John Nelson.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

### 9.4. Consider and Take Possible Action to Accept Milk Bid

Motion to accept Milk Bid from Hiland Dairy Passed with a motion by Mrs. Jennifer Swantek and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

### 9.5. Consider and Take Possible Action to Increase Meal Prices \$.010 for The 18 - 19 School Year

Motion to Increase Meal Prices \$.10 for the 2018-2019 School Year Passed with a motion by Joe Beck and a second by John Nelson.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

### 9.6. Consider and Take Possible Action to Re-Approve Policy 2008, Meetings

Motion to Re-Approve Policy 2008, Meetings Passed with a motion by John Nelson and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

## 9.7. Report to Board About District's Multi-Cultural Education Process

### 9.8. Consider and Take Possible Action to Renew Service Agreement for HVAC System

Motion to Renew Service Agreement for HVAC System Passed with a motion by John Nelson and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

### 9.9. Consider and Take Possible Action to Approve Amendments to Policies

Motion to approve Amendments to Policies with the addition of basketball to student fees section Passed with a motion by Mrs. Jennifer Swantek and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

### 9.10. Consider and Take Possible Action to Rescind Policy 5027, Sexual Harassment of Students by Other Students

Motion to Rescind Policy 5027, Sexual Harassment of Students by Other Students Passed with a motion by Jason Urkoski and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.11. Consider and Take Possible Action to Adopt Policy 6036, Reading Instruction And Intervention Services

Motion to Adopt Policy 6036, Reading Instruction And Intervention Services Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.12. Consider and Take Possible Action to Declare Lunch Tables Insufficient For School Purposes.

Motion to Declare Lunch Tables Insufficient For School Purposes Passed with a motion by Dave Baxa and a second by Jason Urkoski.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.13. Consider and Take Possible Action to Approve Contract with Genoa Community Hospital for School Nurse Services

Motion to Approve Contract with Genoa Community Hospital for School Nurse Services Passed with a motion by Mrs. Jennifer Swantek and a second by John Nelson.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.14. Consider and Take Possible Action to Debar Connecting Point from Service Arrangements with District for Two Years

Motion to Debar Connecting Point from Service Arrangements with District for Two Years Passed with a motion by Joe Beck and a second by Dave Baxa.

Mrs. Jennifer Swantek: Nay, Jason Urkoski: Nay, Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea

9.15. Consider and Take Possible Action to Rebid for the ASUS Chromebook Laptops

Motion to Rebid for the ASUS Chromebook Laptops Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.16. Consider and Take Possible Action to Approve Use of Local Substitute Teachers

Motion to Approve Use of Local Substitute Teachers Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.17. Consider and Take Possible Action to Approve Interlocal Agreement with CCC for Math Course

Motion to Approve Interlocal Agreement with CCC for Math Course Passed with a motion by Jason Urkoski and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9.18. Consider and Take Possible Action to Accept Resignation(s)  
No resignation(s) at this time.

10. Date, Time, and Location of Next Meeting

Motion to Approve next Board Meeting for: Date: August 20, 2018 Time: 7:30 p.m. Location: Room 503, West Building, Genoa Site Passed with a motion by Dave Baxa and a second by Jason Urkoski.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

11. Consider and Take Possible Action for the Board of Education to Enter Executive Session  
Motion to enter into Executive Session at 9:27 p.m. to discuss property purpose and legal action on another matter Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

Motion to come out of Executive Session at 9:49 p.m. Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

12. Adjournment

Motion to Adjourn at 9:50 p.m. Passed with a motion by Jason Urkoski and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

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Jamie Held, Board Secretary

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John Reeg, Board President

**Special Meeting**  
Room 503, West Building, Genoa, NE 68640  
Room 503  
West Building  
Genoa, NE 68640  
Monday, July 30, 2018 7:30 PM

Dave Baxa: Present  
Joe Beck: Present  
John Nelson: Present  
John Reeg: Present  
Mrs. Jennifer Swantek: Present  
Jason Urkoski: Present

1. Meeting Called to Order

1.1. Open Meeting Law

1.2. Meeting Properly Published and Posted

2. Roll Call

3. Consider and Take Possible Action to Accept Resignation

Motion to Accept Resignation for Jane Kietzke Passed with a motion by Dave Baxa and a second by Jason Urkoski.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

4. Consider and Take Possible Action to Approve Hire of New Teacher

Motion to Approve Hire of New Teacher Tara Hill Passed with a motion by Mrs. Jennifer Swantek and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

5. Consider and Take Possible Action to Approve Bid for Chromebook Laptops

Motion to Reject all bids for Chromebook Laptops Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

6. Consider and Take Possible Action to Approve Amended Policies

Motion to Approve Amended Policies with Option 2 on Policy 2002 and Option 2 on Policy 3040 , and Policies 2007, 6027, 5017, 2006, 3022, 3025, 4014, and 5001 Passed with a motion by Joe Beck and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

7. Consider and Take Possible Action to Approve Policy 3048, Communicable Disease

Motion to Approve Policy 3048, Communicable Disease Passed with a motion by Dave Baxa and a second by John Nelson.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

8. Consider and Take Possible Action to Approve Policy 3049, Drones and Unmanned Aircraft  
Motion to Approve Policy 3049, Drones and Unmanned Aircraft Passed with a motion by John Nelson and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

9. Consider and Take Possible Action to Approve Student Handbook

Motion to Approve Student Handbook Passed with a motion by Dave Baxa and a second by Mrs. Jennifer Swantek.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

10. Consider and Take Possible Action to Approve Teacher/Staff Handbook

Motion to Approve Teacher/Staff Handbook Passed with a motion by Jason Urkoski and a second by John Nelson.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

11. Consider and Take Possible Action to Approve Activity Handbook

Motion to Approve Activity Handbook Passed with a motion by Jason Urkoski and a second by Joe Beck.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

12. Consider and Take Action to Approve Speech Path Services

Motion to Approve the Speech Tele-Therapy offered through NRCSA Passed with a motion by John Nelson and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

13. Consider and Take Possible Action to Approve Salary Increase for Superintendent

Motion to Table Salary Increase for Superintendent until August Board Meeting Passed with a motion by John Nelson and a second by Jason Urkoski.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

14. Adjournment

Motion to Adjourn at 8:43 p.m. Passed with a motion by Joe Beck and a second by Dave Baxa.

Dave Baxa: Yea, Joe Beck: Yea, John Nelson: Yea, John Reeg: Yea, Mrs. Jennifer Swantek: Yea, Jason Urkoski: Yea

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Jamie Held, Board Secretary

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John Reeg, Board President

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
<b>Journal Number: 838</b>			<b>Check Journal</b>		<b>Posted: 08/17/2018</b>		
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Genoa Natl Bank Gen							
00026627	08/17/2018	ADVAFIRE	Advanced Fire & Safety Inc				
1405073118	08/16/2018			08/16/2018	fire extinguishers-testing		
1-2620-318-0-00			Contracted Services/maintenan			-70.00	70.00
					Invoice Total:	-70.00	70.00
1680073118	08/16/2018			08/16/2018	fire inspections		
1-2620-318-0-00			Contracted Services/maintenan			-845.95	845.95
					Invoice Total:	-845.95	845.95
					Check Total:	-915.95	915.95
00026628	08/17/2018	APPLCONN	APPLIED CONNECTIVE				
105754	08/16/2018			08/16/2018	service call		
1-1199-382-0-00			Distance Learning & Technology			-245.00	245.00
					Invoice Total:	-245.00	245.00
					Check Total:	-245.00	245.00
00026629	08/17/2018	BANKOFAMER	Bank of America				
0554 Aug 2018	08/16/2018			08/16/2018	supplies/conference		
1-2320-410-0-00			Supplies			-455.00	455.00
1-2320-670-0-00			Travel Expense & Mileage			-237.87	237.87
					Invoice Total:	-692.87	692.87
4955 Aug 2018	08/16/2018			08/16/2018	supplies/fuel		
1-1199-410-2-02			Supplies			-2,516.78	2,516.78
1-2190-670-2-02			Travel Expense & Mileage			-120.01	120.01
					Invoice Total:	-2,636.79	2,636.79
9607 Aug 2018	08/16/2018			08/16/2018	Conference		
1-2410-670-1-01			Travel Expense & Mileage			-34.71	34.71
					Invoice Total:	-34.71	34.71
					Check Total:	-3,364.37	3,364.37
00026630	08/17/2018	BEARWARR	Beard-warren Heating & Air				
066322	08/16/2018			08/16/2018	service call		
1-2620-318-0-00			Contracted Services/maintenan			-101.50	101.50
					Invoice Total:	-101.50	101.50
066348	08/16/2018			08/16/2018	service call		
1-2620-318-0-00			Contracted Services/maintenan			-264.00	264.00
					Invoice Total:	-264.00	264.00
					Check Total:	-365.50	365.50
00026631	08/17/2018	BIGREDPR	Big Red Printing				
18864	08/16/2018			08/16/2018	supplies		
1-2190-410-2-02			Supplies			-881.64	881.64
					Invoice Total:	-881.64	881.64
					Check Total:	-881.64	881.64
00026632	08/17/2018	BIOCORP	Bio Corporation				
v53075	08/16/2018			08/16/2018	supplies-science		

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
1-1199-410-2-02			Supplies			-707.89	707.89
					Invoice Total:	-707.89	707.89
v531274	08/16/2018			08/16/2018	supplies-science		
1-1199-410-2-02			Supplies			-18.75	18.75
					Invoice Total:	-18.75	18.75
					Check Total:	-726.64	726.64
00026633	08/17/2018	BLACHILL	Black Hills Energy				
Aug 2018 A	08/16/2018			08/16/2018	bldg. fuel		
1-2610-321-0-00			Heat/Fuel			-85.80	85.80
					Invoice Total:	-85.80	85.80
Aug 2018 B	08/16/2018			08/16/2018	bldg. heat		
1-2610-321-0-00			Heat/Fuel			-1,838.00	1,838.00
					Invoice Total:	-1,838.00	1,838.00
					Check Total:	-1,923.80	1,923.80
00026634	08/17/2018	BLICART	Blick Art materials				
9630866	08/16/2018			08/16/2018	supplies		
1-1199-410-2-02			Supplies			-445.18	445.18
					Invoice Total:	-445.18	445.18
					Check Total:	-445.18	445.18
00026635	08/17/2018	BMIEDUCA	Bmi Educational Services				
653807	08/16/2018			08/16/2018	books houdersheldt		
1-1199-420-2-02			Textbooks			-901.34	901.34
					Invoice Total:	-901.34	901.34
					Check Total:	-901.34	901.34
00026636	08/17/2018	BSNSPOR	BSN Sports				
902420823	08/16/2018			08/16/2018	supplies		
1-1199-410-1-01			Supplies			-401.54	401.54
					Invoice Total:	-401.54	401.54
					Check Total:	-401.54	401.54
00026637	08/17/2018	BULLEYE	Bullseye Fire Sprinkler Inc.				
73491	08/16/2018			08/16/2018	sprinkler inspection		
1-2620-318-0-00			Contracted Services/maintenan			-600.00	600.00
					Invoice Total:	-600.00	600.00
					Check Total:	-600.00	600.00
00026638	08/17/2018	CALLROLL	Callaway Rolloffs, LLC				
21610	08/16/2018			08/16/2018	dumpster service		
1-2620-318-0-00			Contracted Services/maintenan			-380.00	380.00
					Invoice Total:	-380.00	380.00
					Check Total:	-380.00	380.00
00026639	08/17/2018	CARSDELL	Carson-dellosa Publishing Co				
066713	08/16/2018			08/16/2018	supplies		
1-1199-410-1-01			Supplies			-14.24	14.24
					Invoice Total:	-14.24	14.24
					Check Total:	-14.24	14.24
00026640	08/17/2018	CENTLINK	Century Link				

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number Invoice Account Number	Date	Vendor ID Invoice Date	Vendor Name PO Number	Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
Aug 2018 1-2510-342-0-00	08/16/2018			Telephone	08/16/2018	phone SC	-248.98	248.98
						Invoice Total:	-248.98	248.98
						Check Total:	-248.98	248.98
00026641	08/17/2018	CENTNEBRA		Central Nebraska Rehab Services				
Aug 2018 A 1-1199-313-1-01	08/16/2018			Pupil Services	08/16/2018	Sped services	-48.00	48.00
1-1290-300-2-02				Early Education SPED			-32.00	32.00
1-1290-670-0-00				Travel/Mileage			-9.00	9.00
						Invoice Total:	-89.00	89.00
Aug 2018 B 1-1221-313-1-01	08/16/2018			Purchased Pupil Services	08/16/2018	Sped services	-160.00	160.00
1-1221-670-1-01				Travel Expense & Mileage			-48.00	48.00
1-1290-300-2-02				Early Education SPED			-96.00	96.00
1-1290-670-0-00				Travel/Mileage			-25.65	25.65
						Invoice Total:	-329.65	329.65
						Check Total:	-418.65	418.65
00026642	08/17/2018	CITYGENO		City Of Genoa				
Aug 2018 1-2610-323-0-00	08/16/2018			Water-sewer-garbage	08/16/2018	water sewer garbage	-2,766.73	2,766.73
						Invoice Total:	-2,766.73	2,766.73
						Check Total:	-2,766.73	2,766.73
00026643	08/17/2018	CMI		Control Management, Inc				
22249 1-2620-318-0-00	08/16/2018			Contracted Services/maintenan	08/16/2018	Service Contract	-11,385.00	11,385.00
						Invoice Total:	-11,385.00	11,385.00
ST7539 1-2620-318-0-00	08/16/2018			Contracted Services/maintenan	08/16/2018	service call	-405.00	405.00
						Invoice Total:	-405.00	405.00
						Check Total:	-11,790.00	11,790.00
00026644	08/17/2018	COACMAST		Coach Masters, Inc.				
2018-246 1-2750-338-0-00	08/16/2018			Transportation Repairs	08/16/2018	repair on 17 Express	-599.49	599.49
						Invoice Total:	-599.49	599.49
2018-291 1-2750-338-0-00	08/16/2018			Transportation Repairs	08/16/2018	bus repair	-593.71	593.71
						Invoice Total:	-593.71	593.71
2018-295 1-2750-337-0-00	08/16/2018			Tires And Parts	08/16/2018	storage units	-7,215.41	7,215.41
						Invoice Total:	-7,215.41	7,215.41
						Check Total:	-8,408.61	8,408.61
00026645	08/17/2018	COLUMUSI		Columbus Music Company				
32059 1-1199-540-0-00	08/16/2018			Capital Outlay	08/16/2018	euphonium	-1,485.00	1,485.00
						Invoice Total:	-1,485.00	1,485.00
32171	08/16/2018				08/16/2018	repairs		

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Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice		Invoice Date	PO Number	Ereq Num	PO Date	Description	Accrued
Account Number			Account Description			Payable	Payment
1-1199-318-1-01			Contracted Services/maintenan			-160.10	160.10
					Invoice Total:	-160.10	160.10
					Check Total:	-1,645.10	1,645.10
00026646	08/17/2018	COUNMILE	Misty Oberhauser				
441		08/16/2018			08/16/2018	meals for inservice	
1-2310-690-0-00			Other/miscellaneous			-730.00	730.00
					Invoice Total:	-730.00	730.00
442		08/16/2018			08/16/2018	meal EH meeting	
1-2190-690-2-02			Other/miscellaneous			-1,150.00	1,150.00
					Invoice Total:	-1,150.00	1,150.00
					Check Total:	-1,880.00	1,880.00
00026647	08/17/2018	COUNPOST	Countryside Post & Lumber				
918181		08/16/2018			08/16/2018	mulch	
1-2620-410-0-00			Supplies			-275.00	275.00
					Invoice Total:	-275.00	275.00
					Check Total:	-275.00	275.00
00026648	08/17/2018	DAYSINN	Days Inn & Suites				
Aug 2018		08/16/2018			08/16/2018	Admin. Days	
1-2320-670-0-00			Travel Expense & Mileage			-332.01	332.01
1-2410-670-1-01			Travel Expense & Mileage			-110.67	110.67
1-2410-670-2-02			Travel Expense & Mileage			-110.67	110.67
					Invoice Total:	-553.35	553.35
					Check Total:	-553.35	553.35
00026649	08/17/2018	DELTEDUC	Delta Education				
202501565042		08/16/2018			08/16/2018	textbooks	
1-1199-420-1-01			Textbooks			-437.00	437.00
					Invoice Total:	-437.00	437.00
					Check Total:	-437.00	437.00
00026650	08/17/2018	DEMCO	Demco				
6408366		08/16/2018			08/16/2018	supplies-library	
1-2222-410-1-01			Supplies			-540.55	540.55
					Invoice Total:	-540.55	540.55
					Check Total:	-540.55	540.55
00026651	08/17/2018	DOLLAMUR	DOLLAMUR				
29716		08/16/2018			08/16/2018	wrestling mat	
1-2190-410-2-02			Supplies			-10,591.00	10,591.00
					Invoice Total:	-10,591.00	10,591.00
					Check Total:	-10,591.00	10,591.00
00026652	08/17/2018	DYNAINTE	Dynamic Internet Solutions				
1004850		08/16/2018			08/16/2018	curriculum trak Service fee	
1-2320-630-0-00			Dues And Fees			-775.00	775.00
					Invoice Total:	-775.00	775.00
					Check Total:	-775.00	775.00
00026653	08/17/2018	EAGLCOMM	Eagle Communications, INC.				
Aug 2016 SC		08/16/2018			08/16/2018	internet	

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Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice		Invoice Date	Ereq Num	PO Date	Description	Payable	Accrued
Account Number		PO Number	Account Description				Payment
1-1199-382-0-00			Distance Learning & Technology			-256.00	256.00
					Invoice Total:	-256.00	256.00
Aug 2018		08/16/2018		08/16/2018	internet		
1-1199-382-0-00			Distance Learning & Technology			-301.60	301.60
					Invoice Total:	-301.60	301.60
					Check Total:	-557.60	557.60
00026654	08/17/2018	EAKEOFF2	Eakes Office Solutions				
Aug 2018		08/16/2018		08/16/2018	supplies		
1-1199-410-2-02			Supplies			-392.09	392.09
					Invoice Total:	-392.09	392.09
					Check Total:	-392.09	392.09
00026655	08/17/2018	ESU#7	Esu #7				
08/06/18 Tech		08/16/2018		08/16/2018	lightspeed		
1-1199-382-0-00			Distance Learning & Technology			-3,864.00	3,864.00
					Invoice Total:	-3,864.00	3,864.00
					Check Total:	-3,864.00	3,864.00
00026656	08/17/2018	ESUCOORD	ESU Coordinating Council				
Aug 2018		08/16/2018		08/16/2018	conference		
1-2320-670-0-00			Travel Expense & Mileage			-175.00	175.00
1-2410-670-1-01			Travel Expense & Mileage			-175.00	175.00
1-2410-670-2-02			Travel Expense & Mileage			-175.00	175.00
					Invoice Total:	-525.00	525.00
					Check Total:	-525.00	525.00
00026657	08/17/2018	FIRSFINI	First to the Finish				
1718-207		08/16/2018		08/16/2018	supplies-science		
1-1199-410-2-02			Supplies			-135.00	135.00
					Invoice Total:	-135.00	135.00
					Check Total:	-135.00	135.00
00026658	08/17/2018	FISHSCIE	Fisher Scientific				
3034364		08/16/2018		08/16/2018	supplies		
1-1199-410-2-02			Supplies			-111.45	111.45
					Invoice Total:	-111.45	111.45
3252957		08/16/2018		08/16/2018	supplies		
1-1199-410-2-02			Supplies			-1,719.00	1,719.00
					Invoice Total:	-1,719.00	1,719.00
3826268		08/16/2018		08/16/2018	supplies		
1-1199-410-2-02			Supplies			-16.20	16.20
					Invoice Total:	-16.20	16.20
					Check Total:	-1,846.65	1,846.65
00026659	08/17/2018	FOLLSCHOO	Follett School Solutions, Inc.				
874401F		08/16/2018		08/16/2018	library books		
1-2222-430-1-01			Library Books			-301.52	301.52
					Invoice Total:	-301.52	301.52
					Check Total:	-301.52	301.52
00026660	08/17/2018	FRONCOOP	Frontier Coop				

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Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				Accrued Payment
Aug 2018	08/16/2018			08/16/2018	fuel		
1-2750-336-0-00			Gas And Oil			-28.24	28.24
					Invoice Total:	-28.24	28.24
					Check Total:	-28.24	28.24
00026661	08/17/2018	FRONTECH	Frontline Technologies Group, LLC				
18-19	08/16/2018			08/16/2018	18-19 applicant tracking		
1-2320-318-0-00			Contracted Services/maintenan			-2,247.67	2,247.67
					Invoice Total:	-2,247.67	2,247.67
					Check Total:	-2,247.67	2,247.67
00026662	08/17/2018	FRONTIER	Frontier				
Aug 2018	08/16/2018			08/16/2018	phone/fax		
1-2510-342-0-00			Telephone			-595.68	595.68
					Invoice Total:	-595.68	595.68
					Check Total:	-595.68	595.68
00026663	08/17/2018	GARYPLUM	Gary's Plumbing LLC				
23424	08/16/2018			08/16/2018	sink installation		
1-2620-318-0-00			Contracted Services/maintenan			-102.71	102.71
					Invoice Total:	-102.71	102.71
					Check Total:	-102.71	102.71
00026664	08/17/2018	GENESIS	Genesis				
07180043	08/16/2018			08/16/2018	reading supplies		
1-1199-410-1-01			Supplies			-81.99	81.99
					Invoice Total:	-81.99	81.99
					Check Total:	-81.99	81.99
00026665	08/17/2018	GENOCOMM	Genoa Community Hospital/ltc				
Aug 2018	08/16/2018			08/16/2018	Bus physicals		
1-2750-339-0-00			Other Transportation Expense			-318.00	318.00
					Invoice Total:	-318.00	318.00
					Check Total:	-318.00	318.00
00026666	08/17/2018	GENOLEAD	Mary Kay Johnson				
Aug 2018	08/16/2018			08/16/2018	proceedings		
1-2310-350-0-00			Advertising And Printing			-205.00	205.00
					Invoice Total:	-205.00	205.00
					Check Total:	-205.00	205.00
00026667	08/17/2018	GENOMEDI	Genoa Medical Facility				
Aug 2018	08/16/2018			08/16/2018	nurse contract		
1-2130-300-0-00			Health Services			-4,144.37	4,144.37
1-2130-300-0-00			Health Services			-16.64	16.64
					Invoice Total:	-4,161.01	4,161.01
					Check Total:	-4,161.01	4,161.01
00026668	08/17/2018	GOPHER	Gopher				
9476880	08/17/2018			08/17/2018	supplies		
1-1199-410-1-01			Supplies			-53.70	53.70
					Invoice Total:	-53.70	53.70
					Check Total:	-53.70	53.70

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Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00026669	08/17/2018	GPPARTS	GP Parts Direct.com				
1682288	08/17/2018			08/17/2018	supplies-SC		
1-2610-410-0-00			Supplies			-157.18	157.18
					Invoice Total:	-157.18	157.18
					Check Total:	-157.18	157.18
00026670	08/17/2018	GRIZZLY	Grizzly Industrial, Inc.				
9316328-01	08/17/2018			08/17/2018	supplies-shop		
1-1450-410-2-02			Supplies			-1,526.54	1,526.54
					Invoice Total:	-1,526.54	1,526.54
					Check Total:	-1,526.54	1,526.54
00026671	08/17/2018	GTFIRE	GT Fire & Security				
3928	08/17/2018			08/17/2018	fire alarm inspection		
1-2620-318-0-00			Contracted Services/maintenan			-95.00	95.00
					Invoice Total:	-95.00	95.00
					Check Total:	-95.00	95.00
00026672	08/17/2018	HAPPPUBLI	Happ Publishing				
Aug 2018 C	08/17/2018			08/17/2018	proceedings		
1-2310-350-0-00			Advertising And Printing			-463.13	463.13
					Invoice Total:	-463.13	463.13
					Check Total:	-463.13	463.13
00026673	08/17/2018	HARRIS	Harris				
MN00111576	08/17/2018			08/17/2018	License		
1-2510-318-0-00			Contracted Services/maintenan			-4,334.40	4,334.40
					Invoice Total:	-4,334.40	4,334.40
					Check Total:	-4,334.40	4,334.40
00026674	08/17/2018	HIRERIGHT	Hire Right				
P0793114	08/17/2018			08/17/2018	testing		
1-2750-339-0-00			Other Transportation Expense			-31.40	31.40
					Invoice Total:	-31.40	31.40
					Check Total:	-31.40	31.40
00026675	08/17/2018	HOLIOMAH	Holiday Inn Omaha				
Aug 2018	08/17/2018			08/17/2018	state track rooms		
1-2190-670-2-02			Travel Expense & Mileage			-645.00	645.00
					Invoice Total:	-645.00	645.00
					Check Total:	-645.00	645.00
00026676	08/17/2018	HOMELEASIN	Hometown Leasing				
Aug. 2018	08/16/2018			08/16/2018	copy contracts		
1-2510-327-0-00			Rentals And Leases			-2,290.00	2,290.00
					Invoice Total:	-2,290.00	2,290.00
					Check Total:	-2,290.00	2,290.00
00026677	08/17/2018	HOUGHARC	Houghton Mifflin Harcourt				
953830073	08/17/2018			08/17/2018	math books cuba		
1-1199-420-1-01			Textbooks			-305.20	305.20
					Invoice Total:	-305.20	305.20
					Check Total:	-305.20	305.20

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Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00026678	08/17/2018	ISLASUPP	Island Supply Welding Company				
Aug 2018	08/17/2018			08/17/2018	supplies		
1-1450-410-2-02			Supplies			-9.30	9.30
					Invoice Total:	-9.30	9.30
					Check Total:	-9.30	9.30
00026679	08/17/2018	JACKSERV	Jackson Services, Inc.				
Aug 2018	08/17/2018			08/17/2018	supplies		
1-2610-410-0-00			Supplies			-276.37	276.37
					Invoice Total:	-276.37	276.37
					Check Total:	-276.37	276.37
00026680	08/17/2018	JAMIHELD	Jamie Held				
Aug 2018	08/17/2018			08/17/2018	Mileage		
1-2320-670-0-00			Travel Expense & Mileage			-10.90	10.90
					Invoice Total:	-10.90	10.90
					Check Total:	-10.90	10.90
00026681	08/17/2018	JOHNWEID	John Weidner				
Aug 2018	08/17/2018			08/17/2018	mileage		
1-2320-670-0-00			Travel Expense & Mileage			-113.36	113.36
					Invoice Total:	-113.36	113.36
					Check Total:	-113.36	113.36
00026682	08/17/2018	JOSTENS	Jostens				
Aug 2018	08/17/2018			08/17/2018	yearbook		
1-1199-318-2-02			Contracted Services/maintenan			-4,393.62	4,393.62
					Invoice Total:	-4,393.62	4,393.62
					Check Total:	-4,393.62	4,393.62
00026683	08/17/2018	JULIKAHL	Julie Kahler				
Aug 2018	08/17/2018			08/17/2018	SPED services 0-3		
1-1290-300-2-02			Early Education SPED			-681.89	681.89
					Invoice Total:	-681.89	681.89
					Check Total:	-681.89	681.89
00026684	08/17/2018	JWPEPPER	Jw Pepper & Son Inc				
03569487	08/17/2018			08/17/2018	vocal music		
1-1199-410-2-02			Supplies			-17.94	17.94
					Invoice Total:	-17.94	17.94
					Check Total:	-17.94	17.94
00026685	08/17/2018	KAPLSCHO	Kaplan School Supply Corp				
0004806970	08/17/2018			08/17/2018	PreK supplies		
1-3540-410-0-00			Pre-School Supplies			-355.05	355.05
					Invoice Total:	-355.05	355.05
					Check Total:	-355.05	355.05
00026686	08/17/2018	KUSHBROS	Kush Bros.				
0317140	08/17/2018			08/17/2018	repair		
1-2620-318-0-00			Contracted Services/maintenan			-350.00	350.00
					Invoice Total:	-350.00	350.00
					Check Total:	-350.00	350.00

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Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00026687	08/17/2018	KYLEMETZ	Kyle Metzger				
Aug 2018	08/17/2018			08/17/2018	mileage reimbursement		
1-2410-670-2-02			Travel Expense & Mileage			-211.46	211.46
					Invoice Total:	-211.46	211.46
					Check Total:	-211.46	211.46
00026688	08/17/2018	LAKELEAR	Lakeshore Learning Materials				
1503040618	08/17/2018			08/17/2018	shipping		
1-1199-690-1-01			Other/misc			-24.00	24.00
					Invoice Total:	-24.00	24.00
					Check Total:	-24.00	24.00
00026689	08/17/2018	LARUE	LaRue Distributing				
3337131	08/17/2018			08/17/2018	supplies		
1-2320-410-0-00			Supplies			-432.17	432.17
					Invoice Total:	-432.17	432.17
					Check Total:	-432.17	432.17
00026690	08/17/2018	LINCJOUR	Lincoln Journal Star				
Aug 2018	08/17/2018			08/17/2018	Telegram Proceedings		
1-2310-350-0-00			Advertising And Printing			-1,070.97	1,070.97
					Invoice Total:	-1,070.97	1,070.97
					Check Total:	-1,070.97	1,070.97
00026691	08/17/2018	LISADURA	Lisa Duranski				
Aug 2018	08/17/2018			08/17/2018	SPED services		
1-1290-300-2-02			Early Education SPED			-1,249.08	1,249.08
					Invoice Total:	-1,249.08	1,249.08
					Check Total:	-1,249.08	1,249.08
00026692	08/17/2018	LOUPPOWE	Loup Power District				
Aug 2018	08/17/2018			08/17/2018	electrical bill		
1-2610-322-0-00			Electricity			-5,874.30	5,874.30
					Invoice Total:	-5,874.30	5,874.30
					Check Total:	-5,874.30	5,874.30
00026693	08/17/2018	LOUSSPOR	Lou's Sporting Goods				
AAX772884-AX05	08/17/2018			08/17/2018	supplies		
1-2190-410-2-02			Supplies			-215.94	215.94
					Invoice Total:	-215.94	215.94
					Check Total:	-215.94	215.94
00026694	08/17/2018	MANGSTRI	Mangrum-Strichart				
325840	08/17/2018			08/17/2018	Sped materials		
1-1221-410-2-02			Supplies			-84.50	84.50
					Invoice Total:	-84.50	84.50
					Check Total:	-84.50	84.50
00026695	08/17/2018	MARKBOAR	The Markerboard People				
228954	08/17/2018			08/17/2018	supplies-elem		
1-1199-410-1-01			Supplies			-119.61	119.61
					Invoice Total:	-119.61	119.61
					Check Total:	-119.61	119.61

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Check Number Invoice Account Number	Date	Vendor ID Invoice Date	Vendor Name PO Number Account Description	Ereq Num	PO Date	Description	Payable	Direct Deposit Accrued Payment
00026696	08/17/2018	MENARDS	Menards					
60180	08/17/2018				08/17/2018	supplies		
1-2610-410-0-00			Supplies				-216.88	216.88
						Invoice Total:	-216.88	216.88
61872	08/17/2018				08/17/2018	supplies		
1-2610-410-0-00			Supplies				-119.94	119.94
						Invoice Total:	-119.94	119.94
62507	08/17/2018				08/17/2018	supplies		
1-2610-410-0-00			Supplies				-74.89	74.89
						Invoice Total:	-74.89	74.89
						Check Total:	-411.71	411.71
00026697	08/17/2018	MEYOENTER	Meyo Enterprises, LLC					
1314	08/17/2018				08/17/2018	gym ceiling mounts		
1-2620-318-0-00			Contracted Services/maintenan				-3,650.00	3,650.00
						Invoice Total:	-3,650.00	3,650.00
						Check Total:	-3,650.00	3,650.00
00026698	08/17/2018	MINDSWAN	MINDY SWANSON					
Aug 2018	08/17/2018				08/17/2018	reimburs textbook		
1-1199-420-2-02			Textbooks				-57.86	57.86
						Invoice Total:	-57.86	57.86
						Check Total:	-57.86	57.86
00026699	08/17/2018	MUSIALIV	Music Alive					
MA9574	08/17/2018				08/17/2018	supplies		
1-1199-420-1-01			Textbooks				-315.00	315.00
						Invoice Total:	-315.00	315.00
						Check Total:	-315.00	315.00
00026700	08/17/2018	NANCCOUN	The Nance County Journal					
6740	08/17/2018				08/17/2018	subscription		
1-2222-440-2-02			Periodicals				-35.00	35.00
						Invoice Total:	-35.00	35.00
						Check Total:	-35.00	35.00
00026701	08/17/2018	NAPAAUTO	Napa Auto Parts					
Aug 2018	08/17/2018				08/17/2018	supplies		
1-2620-410-0-00			Supplies				-42.54	42.54
						Invoice Total:	-42.54	42.54
						Check Total:	-42.54	42.54
00026702	08/17/2018	NASCO	Nasco					
23-9291-0	08/17/2018				08/17/2018	Supplies-Ag		
1-1450-410-2-02			Supplies				-408.61	408.61
						Invoice Total:	-408.61	408.61
23-9292-0	08/17/2018				08/17/2018	SPED supplies		
1-1221-410-1-01			Supplies				-148.17	148.17
						Invoice Total:	-148.17	148.17
23-9315-0	08/17/2018				08/17/2018	supplies Elem		
1-1199-410-1-01			Supplies				-704.21	704.21

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Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
				Invoice Total:	-704.21	704.21
				Check Total:	-1,260.99	1,260.99
00026703	08/17/2018	NCSA	Ncsa			
56229	08/17/2018			08/17/2018	Admin Days	
1-2320-670-0-00			Travel Expense & Mileage		-50.00	50.00
				Invoice Total:	-50.00	50.00
				Check Total:	-50.00	50.00
00026704	08/17/2018	NEBRSAFE	Nebraska Safety Center			
57-6089BUS	08/17/2018			08/17/2018	Level 2 course	
1-2750-339-0-00			Other Transportation Expense		-100.00	100.00
				Invoice Total:	-100.00	100.00
				Check Total:	-100.00	100.00
00026705	08/17/2018	NOSWETT	Noswett Fencing & Decks			
9690	08/17/2018			08/17/2018	repair fence	
1-2620-318-0-00			Contracted Services/maintenan		-275.00	275.00
				Invoice Total:	-275.00	275.00
				Check Total:	-275.00	275.00
00026706	08/17/2018	NSASSP	Nebraska Assoc. of Secondary School Principal			
2018-2019	08/17/2018			08/17/2018	Membership 18-19	
1-2410-630-2-02			Dues And Fees		-20.00	20.00
				Invoice Total:	-20.00	20.00
				Check Total:	-20.00	20.00
00026707	08/17/2018	NWEA	Northwest Evaluation Association			
9379	08/17/2018			08/17/2018	MAPS	
1-1199-313-1-01			Pupil Services		-1,347.50	1,347.50
1-1199-313-2-02			Pupil Services		-1,347.50	1,347.50
				Invoice Total:	-2,695.00	2,695.00
				Check Total:	-2,695.00	2,695.00
00026708	08/17/2018	OCCUHEAL	Occupational Health Services			
59192	08/17/2018			08/17/2018	testing	
1-2750-339-0-00			Other Transportation Expense		-60.00	60.00
				Invoice Total:	-60.00	60.00
				Check Total:	-60.00	60.00
00026709	08/17/2018	OLSOPEST	Olson's Pest Technicians			
113394	08/17/2018			08/17/2018	pest control	
1-2620-318-0-00			Contracted Services/maintenan		-75.00	75.00
				Invoice Total:	-75.00	75.00
				Check Total:	-75.00	75.00
00026710	08/17/2018	PLANROAD	PLANK ROAD PUBLISHING INC			
19-000570	08/17/2018			08/17/2018	K-8 Vocal music	
1-1199-410-1-01			Supplies		-132.45	132.45
				Invoice Total:	-132.45	132.45
				Check Total:	-132.45	132.45
00026711	08/17/2018	PLATVALL	Platte Valley Pest Control			
10596	08/17/2018			08/17/2018	pest control	

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num	PO Date		
Account Number			Account Description			
1-2620-318-0-00			Contracted Services/maintenan		-75.00	75.00
				Invoice Total:	-75.00	75.00
				Check Total:	-75.00	75.00
00026712	08/17/2018	POLKCOUN	Polk County Rppd			
Aug 2018	08/17/2018			08/17/2018	electrical bill	
1-2610-322-0-00			Electricity		-239.43	239.43
				Invoice Total:	-239.43	239.43
				Check Total:	-239.43	239.43
00026713	08/17/2018	PRESHOUS	PRESTWICK HOUSE/LEWIS & CLARK BOOKSELLERS			
351183	08/17/2018			08/17/2018	English books	
1-1199-410-2-02			Supplies		-781.44	781.44
				Invoice Total:	-781.44	781.44
				Check Total:	-781.44	781.44
00026714	08/17/2018	RADITIME	Radio Time Billing			
282018-34	08/17/2018			08/17/2018	drug free	
1-2320-318-0-00			Contracted Services/maintenan		-298.00	298.00
				Invoice Total:	-298.00	298.00
				Check Total:	-298.00	298.00
00026715	08/17/2018	REALGOOD	Really Good Stuff			
26577	08/17/2018			08/17/2018	shipping	
1-1199-690-1-01			Other/misc		-20.00	20.00
				Invoice Total:	-20.00	20.00
				Check Total:	-20.00	20.00
00026716	08/17/2018	REARLAWN	Reardon Lawn & Garden			
508351-6797	08/17/2018			08/17/2018	auto cut	
1-2620-318-0-00			Contracted Services/maintenan		-11.99	11.99
				Invoice Total:	-11.99	11.99
				Check Total:	-11.99	11.99
00026717	08/17/2018	RECKASSO	Recknor & Associates			
1965	08/17/2018			08/17/2018	legal fees	
1-2310-317-0-00			Legal Services		-2,080.00	2,080.00
				Invoice Total:	-2,080.00	2,080.00
				Check Total:	-2,080.00	2,080.00
00026718	08/17/2018	SACKLUMB	Sack Lumber Company			
Aug 2018	08/17/2018			08/17/2018	supplies	
1-2620-410-0-00			Supplies		-975.35	975.35
				Invoice Total:	-975.35	975.35
				Check Total:	-975.35	975.35
00026719	08/17/2018	SANDGOTT	SANDY GOTTSCH			
Aug 2018	08/17/2018			08/17/2018	reimburse keys	
1-2410-410-2-02			Supplies		-13.00	13.00
				Invoice Total:	-13.00	13.00
				Check Total:	-13.00	13.00
00026720	08/17/2018	SCHOLASTIC	Scholastic			
M6492920	08/17/2018			08/17/2018	scholastic news Lund/Hughes	

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment	
Invoice Account Number	Invoice Date	PO Number	Ereq Num	PO Date	Account Description	Payable	
1-1199-420-1-01					Textbooks	-328.19	328.19
					Invoice Total:	-328.19	328.19
M6492923	08/17/2018			08/17/2018	Scholastic News Genoa		
1-1199-420-1-01					Textbooks	-1,308.47	1,308.47
					Invoice Total:	-1,308.47	1,308.47
					Check Total:	-1,636.66	1,636.66
00026721	08/17/2018	SCHONURS	School Nurse				
0691328	08/17/2018			08/17/2018	nurse supplies		
1-2130-400-0-00					Health Services Supplies	-275.12	275.12
					Invoice Total:	-275.12	275.12
0692990	08/17/2018			08/17/2018	thermometer		
1-2130-400-0-00					Health Services Supplies	-19.50	19.50
					Invoice Total:	-19.50	19.50
					Check Total:	-294.62	294.62
00026722	08/17/2018	SCHOOUTF	School Outfitters				
12874381	08/17/2018			08/17/2018	Sped Supplies		
1-1221-410-1-01					Supplies	-357.65	357.65
					Invoice Total:	-357.65	357.65
					Check Total:	-357.65	357.65
00026723	08/17/2018	SCHOSPEC	School Specialty Supply				
208120754375	08/17/2018			08/17/2018	supplies-Mohr		
1-1199-410-1-01					Supplies	-109.60	109.60
					Invoice Total:	-109.60	109.60
					Check Total:	-109.60	109.60
00026724	08/17/2018	SERVMAST	Service Master by Shevlin				
5607	08/17/2018			08/17/2018	janitorial services		
1-2620-318-0-00					Contracted Services/maintenan	-1,894.00	1,894.00
					Invoice Total:	-1,894.00	1,894.00
					Check Total:	-1,894.00	1,894.00
00026725	08/17/2018	SIEMENS	Siemens				
5445137579	08/17/2018			08/17/2018	fire service agreement		
1-2620-318-0-00					Contracted Services/maintenan	-5,456.00	5,456.00
					Invoice Total:	-5,456.00	5,456.00
					Check Total:	-5,456.00	5,456.00
00026726	08/17/2018	SOUTCARL	Southern Carlson Inc.				
CB16036851	08/17/2018			08/17/2018	repair-floor scrubber		
1-2620-318-0-00					Contracted Services/maintenan	-326.86	326.86
					Invoice Total:	-326.86	326.86
					Check Total:	-326.86	326.86
00026727	08/17/2018	STRIV	Striv, Inc				
2188	08/17/2018			08/17/2018	18-19 school year		
1-2190-318-2-02					Contracted Services/maintenan	-1,975.00	1,975.00
					Invoice Total:	-1,975.00	1,975.00
					Check Total:	-1,975.00	1,975.00
00026728	08/17/2018	STUDASSU	Student Assurance Service Inc				

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
Aug 2018	08/17/2018			08/17/2018	2018-2019 school year		
1-2310-641-0-00			Liability Insurance			-832.50	832.50
					Invoice Total:	-832.50	832.50
					Check Total:	-832.50	832.50
00026729	08/17/2018	SUPERSAVE	SUPERSAVER				
Aug 2018	08/17/2018			08/17/2018	supplies		
1-1199-410-2-02			Supplies			-129.56	129.56
					Invoice Total:	-129.56	129.56
					Check Total:	-129.56	129.56
00026730	08/17/2018	SUPPWORK	Supply Works				
448262949	08/17/2018			08/17/2018	bolt floor machine		
1-2610-530-0-00			Furniture & Equipment			-781.95	781.95
					Invoice Total:	-781.95	781.95
					Check Total:	-781.95	781.95
00026731	08/17/2018	SUPRSCHO	Supreme School Supply				
86025	08/17/2018			08/17/2018	supplies-gottsch		
1-2410-410-2-02			Supplies			-124.58	124.58
					Invoice Total:	-124.58	124.58
					Check Total:	-124.58	124.58
00026732	08/17/2018	TEACCRMA	Teacher Created Materials Inc				
2267107	08/17/2018			08/17/2018	math books		
1-1199-420-1-01			Textbooks			-1,649.96	1,649.96
					Invoice Total:	-1,649.96	1,649.96
					Check Total:	-1,649.96	1,649.96
00026733	08/17/2018	TEACSTRA	Teaching Strategies				
Q-35256	08/17/2018			08/17/2018	supplies-PreK		
1-3540-410-0-00			Pre-School Supplies			-320.60	320.60
					Invoice Total:	-320.60	320.60
					Check Total:	-320.60	320.60
00026734	08/17/2018	TKELEC	TK Electrical Services				
784	08/17/2018			08/17/2018	Electrical work		
1-2620-318-0-00			Contracted Services/maintenan			-130.00	130.00
					Invoice Total:	-130.00	130.00
788	08/17/2018			08/17/2018	repair		
1-2620-318-0-00			Contracted Services/maintenan			-315.00	315.00
					Invoice Total:	-315.00	315.00
					Check Total:	-445.00	445.00
00026735	08/17/2018	TONTSERV	Tonto's Service				
021914	08/17/2018			08/17/2018	Old Activity Bus		
1-2750-338-0-00			Transportation Repairs			-264.27	264.27
					Invoice Total:	-264.27	264.27
38740	08/17/2018			08/17/2018	Tracy's bus		
1-2750-338-0-00			Transportation Repairs			-636.92	636.92
					Invoice Total:	-636.92	636.92
					Check Total:	-901.19	901.19

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00026736	08/17/2018	TRAUTO	T & R Auto Repair				
Aug 2018	08/17/2018			08/17/2018	transp. repairs		
1-2750-338-0-00			Transportation Repairs			-1,241.61	1,241.61
					Invoice Total:	-1,241.61	1,241.61
					Check Total:	-1,241.61	1,241.61
00026737	08/17/2018	TRENENTE	Trend Enterprises Inc				
2053381 RI	08/17/2018			08/17/2018	supplies Elem		
1-1199-410-1-01			Supplies			-118.28	118.28
					Invoice Total:	-118.28	118.28
					Check Total:	-118.28	118.28
00026738	08/17/2018	ULTRGRAP	Ultra Graphics				
722-44934	08/17/2018			08/17/2018	supplies		
1-2320-410-0-00			Supplies			-340.97	340.97
					Invoice Total:	-340.97	340.97
					Check Total:	-340.97	340.97
00026739	08/17/2018	UNIVNEBRME	University of Nebraska Medical Center				
0240000214	08/17/2018			08/17/2018	Sped Services		
1-1221-318-2-02			Contracted Services/maintenan			-10,540.43	10,540.43
					Invoice Total:	-10,540.43	10,540.43
					Check Total:	-10,540.43	10,540.43
00026740	08/17/2018	USCELL	U.S. Cellular				
0258780036	08/17/2018			08/17/2018	cell phones		
1-2510-342-0-00			Telephone			-189.71	189.71
					Invoice Total:	-189.71	189.71
					Check Total:	-189.71	189.71
00026741	08/17/2018	VERIZON	Verizon				
9810752631	08/17/2018			08/17/2018	wifi		
1-1199-382-0-00			Distance Learning & Technology			-80.02	80.02
					Invoice Total:	-80.02	80.02
					Check Total:	-80.02	80.02
00026742	08/17/2018	VILLMONR	Village Of Monroe				
Aug 2018	08/17/2018			08/17/2018	gym elect. Mar/Apr		
1-2610-322-0-00			Electricity			-2,418.50	2,418.50
					Invoice Total:	-2,418.50	2,418.50
					Check Total:	-2,418.50	2,418.50
00026743	08/17/2018	VILLSILV	Village of Silver Creek				
Aug 2018	08/17/2018			08/17/2018	water sewer		
1-2610-323-0-00			Water-sewer-garbage			-165.75	165.75
					Invoice Total:	-165.75	165.75
					Check Total:	-165.75	165.75
00026744	08/17/2018	WAGEWORKS	Wage Works				
874016	08/17/2018			08/17/2018	dues		
1-1199-630-1-01			Dues And Fees			-55.00	55.00
1-1199-630-2-02			Dues And Fees			-55.00	55.00
					Invoice Total:	-110.00	110.00

# Check Journal ( Reprint )

Fiscal Year:2018

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
Check Total:						-110.00	110.00
00026745	08/17/2018	WALMDISC	Wal-mart Community				
Aug 2018	08/17/2018			08/17/2018	supplies		
1-1199-410-2-02			Supplies			-36.00	36.00
Invoice Total:						-36.00	36.00
Check Total:						-36.00	36.00
00026746	08/17/2018	WENDWOLF	Wendy Wolfe				
Aug 2018	08/17/2018			08/17/2018	Sped Services		
1-1290-300-2-02			Early Education SPED			-531.56	531.56
Invoice Total:						-531.56	531.56
Check Total:						-531.56	531.56
00026747	08/17/2018	WEST	West School Messenger				
118229	08/17/2018			08/17/2018	school messenger		
1-2320-318-0-00			Contracted Services/maintenan			-1,120.38	1,120.38
Invoice Total:						-1,120.38	1,120.38
Check Total:						-1,120.38	1,120.38
00026748	08/17/2018	WEXBANK	WEX Bank				
Aug 2018	08/17/2018			08/17/2018	fuel		
1-2750-336-0-00			Gas And Oil			-1,000.00	1,000.00
Invoice Total:						-1,000.00	1,000.00
Check Total:						-1,000.00	1,000.00
00026749	08/17/2018	WORTHDIRE	Worthington Direct				
315605TWI049	08/17/2018			08/17/2018	stools Elem		
1-1199-530-1-01			Furniture & Equipment			-249.90	249.90
Invoice Total:						-249.90	249.90
Check Total:						-249.90	249.90
00026750	08/17/2018	ZIEGOIL	Ziegler Oil Company				
Aug 2018	08/17/2018			08/17/2018	fuel		
1-2760-160-0-00			Sped Transportation			-459.80	459.80
Invoice Total:						-459.80	459.80
Check Total:						-459.80	459.80
00026751	08/17/2018	ZIMMSCHOO	Zimmerman School Equipment Inc.				
1279	08/17/2018			08/17/2018	chair-elem		
1-1199-530-1-01			Furniture & Equipment			-165.91	165.91
Invoice Total:						-165.91	165.91
Check Total:						-165.91	165.91
<b>1 - GENERAL FUND</b>						<b>-141,928.65</b>	<b>141,928.65</b>
<b>Total of Computer Checks</b>						<b>-141,928.65</b>	<b>141,928.65</b>

**Manual Checks**

Bank Account :A - Genoa Natl Bank Gen

00026614	08/17/2018	USPOSTOF	U.S. Post Office				
Aug 2018	08/16/2018			08/16/2018	Bulk mailing		
1-2510-341-0-00			Postage			-52.37	52.37

# Check Journal ( Reprint )

Fiscal Year: 2018

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
Invoice Total:					-52.37	52.37
Check Total:					-52.37	52.37
					<b>-52.37</b>	<b>52.37</b>
<b>Total of Manual Checks</b>					<b>-52.37</b>	<b>52.37</b>
Fund Summary						
1 - GENERAL FUND					-141,981.02	141,981.02
Payroll Summary						
<b>Report Total:</b>					<b>-141,981.02</b>	<b>141,981.02</b>

# High School Principal's Report

## 8-20-2018

### I. Recent School Activity

- 8/9-14 - Teacher Professional Days - Curriculum, Comprehension, PBL, Technology, SRP
- 8/13-14 - Student Orientation Days/Pictures
- 8/14 - Open House
- 8/15 - EHC Conference Kick-off
- 8/16 - Student and Community Assembly with KSB - Bobby Truhe

### II. Meetings and Workshops

- 7/25-27 - Administrator Days @ Kearney - Legal, ESL, Assessment, Leadership, Workplace Experiences
- 8/31 - On to College (ACT - Baylor) @ ESU7
- 8/6-7 - MANDT Training @ Genoa
- 8/8 - Data and School Improvement Meeting @ Genoa

### III. School Updates

- Focus points for the year - Comprehension in the Classroom, PBL, Guaranteed and Viable Curriculum (ELA), School Improvement (External Review)
- MAPS Testing for grades 7 - 11 will be August 28 and 29 - 10:00 late start for Seniors those two days.

# 2018-2019 Twin River Public Schools Assessment Calendar

Elementary-Secondary K-12

AUGUST '18						
S	M	T	W	Th	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	

**22<sup>nd</sup>, 23<sup>rd</sup>** – DIBELS Testing (K-6 Genoa Site)  
**24<sup>th</sup>**- DIBELS Testing (SC site)  
**27<sup>th</sup>-31<sup>st</sup>** – K-11<sup>th</sup> grades NWEA MAPS Testing  
**31<sup>st</sup>**- DIBELS Math (K-6)

FEBRUARY '19						
S	M	T	W	Th	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		

**9<sup>th</sup>**- ACT Testing

SEPTEMBER '18						
S	M	T	W	Th	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						

**4<sup>th</sup>-7<sup>th</sup>** – PELI (PreK)  
**8<sup>th</sup>**- ACT Testing  
**19<sup>th</sup>**- DATA Rev. Team 1-3:30

MARCH '19						
S	M	T	W	Th	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						

**Mar. 18<sup>th</sup>-April 26<sup>th</sup>**- NSCAS R/M/S 3<sup>rd</sup>-8<sup>th</sup> grades

OCTOBER '18						
S	M	T	W	Th	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			

**9<sup>th</sup>**- PSAT/NMSQT (11<sup>th</sup>)  
**27<sup>th</sup>**- ACT Testing  
**31<sup>st</sup>**- ASVAB (11<sup>th</sup> Grade)

APRIL '19						
S	M	T	W	Th	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				

**Mar. 18<sup>th</sup>-April 26<sup>th</sup>**- NSCAS R/M/S 3<sup>rd</sup>-8<sup>th</sup> grades  
**2<sup>nd</sup>**- NE ACT (11<sup>th</sup> grade)  
**13<sup>th</sup>**- ACT Testing  
**15<sup>th</sup>-18<sup>th</sup>**-DIBELS Math (K-6)  
**24<sup>th</sup>-25<sup>th</sup>**- DIBELS (Genoa)  
**26<sup>th</sup>**- DIBELS (SC)  
**30<sup>th</sup>**- NWEA MAPS K-11<sup>th</sup>

NOVEMBER '18						
S	M	T	W	Th	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	

**7<sup>th</sup>**- Pre ACT (10<sup>th</sup> Grade)

MAY '19						
S	M	T	W	Th	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	

**1<sup>st</sup>-3<sup>rd</sup>**- NWEA MAPS K-11<sup>th</sup>  
**6<sup>th</sup>-10<sup>th</sup>**- PELI (PreK)

DECEMBER '18						
S	M	T	W	Th	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					

**3<sup>rd</sup>-7<sup>th</sup>** – DIBELS Math (K-6)  
**8<sup>th</sup>** – ACT Testing  
**11<sup>th</sup>-12<sup>th</sup>** – DIBELS Testing (Genoa site)  
**13<sup>th</sup>** – DIBELS Testing (SC site)

JUNE '19						
S	M	T	W	Th	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						

JANUARY '19						
S	M	T	W	Th	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		

**7<sup>th</sup>-11<sup>th</sup>** – K-11<sup>th</sup> Grade NWEA MAPS Testing  
**14<sup>th</sup>-18<sup>th</sup>** – PELI (PreK)  
**30<sup>th</sup>**- Data Rev. Team

JULY '19						
S	M	T	W	Th	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			

# ACT Score Comparisons:

2018 English Twin River/State	2018 Math Twin River/State	2018 Reading Twin River/State	2018 Science Twin River/State	2018 Composite Twin River/State
17.9/18.4	20.1/19.3	19.0/19.5	20.1/19.7	19.4/19.4
2017 English Twin River/State	2017 Math Twin River/State	2017 Reading Twin River/State	2017 Science Twin River/State	2017 Composite Twin River/State
18.0/18.4	20.7/19.4	18.6/19.5	20.1/19.5	19.5/19.3

# High School Principal's Report

## 8-20-2018

### I. Recent School Activity

- 8/9-14 - Teacher Professional Days - Curriculum, Comprehension, PBL, Technology, SRP
- 8/13-14 - Student Orientation Days/Pictures
- 8/14 - Open House
- 8/15 - EHC Conference Kick-off
- 8/16 - Student and Community Assembly with KSB - Bobby Truhe

### II. Meetings and Workshops

- 7/25-27 - Administrator Days @ Kearney - Legal, ESL, Assessment, Leadership, Workplace Experiences
- 8/31 - On to College (ACT - Baylor) @ ESU7
- 8/6-7 - MANDT Training @ Genoa
- 8/8 - Data and School Improvement Meeting @ Genoa

### III. School Updates

- Focus points for the year - Comprehension in the Classroom, PBL, Guaranteed and Viable Curriculum (ELA), School Improvement (External Review)
- MAPS Testing for grades 7 - 11 will be August 28 and 29 - 10:00 late start for Seniors those two days.

**Twin River Board of Education  
Monthly Meeting  
8-20-18**

**PreK-6 Principal's Report**

**I. Admin Days**

- A. Attended session on: AQuESTT, NSCAS, OER Commons, HAL, Standard Response Protocol (SRP), Discipline-Legal Issues

**II. District Open House**

- A. Tuesday, August 14th ; 4:00-6:30 p.m.

i. K	26/26	SC 3 <sup>rd</sup> /4 <sup>th</sup>	7/14
ii. 1 <sup>st</sup>	41/43	SC 5 <sup>th</sup> /6 <sup>th</sup>	5/16
iii. 2 <sup>nd</sup>	22/23		
iv. 3 <sup>rd</sup>	29/29		
v. 4 <sup>th</sup>	17/21		
vi. 5 <sup>th</sup>	19/35		
vii. 6 <sup>th</sup>	18/27		

**III. FOSS Science**

- A. New science series that lines up with the new NGSS adopted by NDE
- B. “3D” science: 3 Dimensions: Science and Engineering Practices, Crosscutting concepts, Disciplinary Core Ideas
- C. Received supplies and training from FOSS during in-service days

**IV. Assessment Calendar**

- A. See attached

**V. 2018—ACT Results**

- A. **ACT—Twin River *juniors COMPOSITE SCORED AT THE STATE AVERAGE!!!***
- B. See Attached

## Activities Report: 8-20-2018

### Recent events

- Fall Sports Kickoff
- EHC Kickoff
- Softball Triangular

### Upcoming events

- Volleyball Jamboree (Aug. 21)
- Football vs. Centura (Aug. 23)

### Meetings, professional development

- ESU Danielson training, August 2

### General information

- Fall sports seasons are getting underway
  - Softball: 2-0 after 1st triangular (Wayne tournament this past Saturday)
  - Volleyball: Jamboree game Aug. 21, 1st actual game Aug. 30 vs. Osceola
  - Football: 1st game Aug. 23 vs. Centura
  - Cross Country: 1st meet Aug. 31
- JH volleyball and football practices started today
  - 1st JH volleyball game: Sept. 10 vs. Madison
  - 1st JH football game: Sept. 10 @ Centennial
- Have 4 baseball games scheduled, working on a 5th (and possibly 6th)
  - Reached out to ~25 schools on one day and only heard back from 2-3 of them
-



## Superintendent's Report – August 2018

1. The opening days of school have come and gone. We had some opening days glitches but nothing of any consequence. The teachers began their work on create the English Language Arts curriculum with the assistance of Brooke Koliha from ESU 7.

High school teachers were introduced to strategies to help improve reading comprehension. Mrs. Koliha will back be visiting their classrooms throughout the year to observe the implementation of those strategies.

We provided an afternoon to the teachers to begin work on their next PBL. We followed the same protocol as we were taught via the BIE training. The expectation is for everyone, except the new teachers, to present at least two PBL's throughout the year.

The robots that I purchased for use in the elementary grades were a hit with the teachers when had an opportunity to play with them during the technology session provided by ESU 7. I am looking forward to seeing what the students will be able to do.

2. Last year, we attended the Ed Leader 21 conference in Atlanta with the Admin Team and a teacher for the elementary and secondary schools. I am asking to be allowed to attend the conference this September. We would be gone September 25<sup>th</sup> through the 28<sup>th</sup>. This year it is being held in Phoenix. I would like to take the Messrs. Heier and Metzger along with two staff members. There are some sessions being offered that can helps us along our journey to meet the goals of the Profile of a Graduate.

The cost for the conference is \$700 per person plus flight costs and room and board. The suggested hotels offer the attendees a discount rate.

3. Food Service – During the Obama administration, certain sandwiches were regulated off the menu. The salt content was too high. However, with the last year those regulations have been lightened. We can use turkey and low sodium ham for sandwiches.

Starting the week of August 27<sup>th</sup> and with the secondary grades, we will start adding a salad bar every day. Wednesday's will still continue to the offering of a chef's salad or potato bar, but now with a second entre. We will be adding a second entre for students to consider. We would like to see how the secondary students like this new meal plan before we extend it to the older elementary students.

Below is a list of foods that is rotated through the menu on a monthly basis. Chicken Noodle, being student favorite and requested quite often, appears more frequently.

Grilled Cheese	Pork Patty	Chicken Patty
Pizza Patty	Cold Turkey, Ham and Chees Sub Sandwiches	Pork Rib Patty
Meatball Subs	Pizza of various kinds	Chicken Nuggets
Chicken Strips	Corn Dogs	Chili/Chicken Noodle Soup
Tacos	Chicken Fajitas on a shell	Loaded Nachos
Crispitos	French Toast, Sausage Egg	Tuna & Noodles
Fish Patty	Chicken & Noodles	Goulash
Hamburger Rotini	Spaghetti	Cheeseburger Macaroni
Beef & Noodles	Cheesy Chicken Alfredo	Tatertot Casserole
Turkey Bisquet Bake	Turkey Gravy over Mashed Potatoes	Salisbury Steak
Breaded Beef Patty	Chicken Gravy over Mashed Potatoes	Mini Pepperoni Calzones
Hamburgers	Hotdogs	Sloppy Joes
Pulled Pork Sandwiches	Shredded Chicken Sandwich	Philly Steak & Cheese
Hot Ham & Cheese	Ham Patty of a Bun	

4. Bleachers on the stages – This is something to ponder over the next month until our September meeting. We would like to remove and dispose of the bleachers on the stage at both Genoa and Silver Creek. Neither set has been used since 2004. We could take the metal over to Monroe for scrap. The wood might be able to be used by the shop class.
5. Drop AdvancED – This is another item to ponder over the next month. AdvancED - This is the certification/improvement process we have used for a few years now. I had the same program back in Parshall. I can honestly tell you there is no real benefit belonging to AdvancED. We would like to start using the program from NDE called Frameworks.

Most of the districts within the ESU 7 area have ceases using AdvancED and moved to Frameworks. Many districts across the state are also dropping AdvancED in lieu of Frameworks. We would still maintain our current improvement process – Data review teams, school improvement procedures, etc.

With AdvancED, visitations are led by an out-of-state person. With Frameworks, we have a Nebraska educator leading the review team.

I will have more information for you at the September meeting.

6. I have ordered a replacement camera for the northeast corner of the Genoa Building.

7. NASB Regional Meeting – York, NE – September 19 – Registration starts at 4:30 p.m.
8. Other

August 15, 2018

Twin River Public School

816 Willard Ave.

Genoa, NE 68640

Twin River School board and administration:

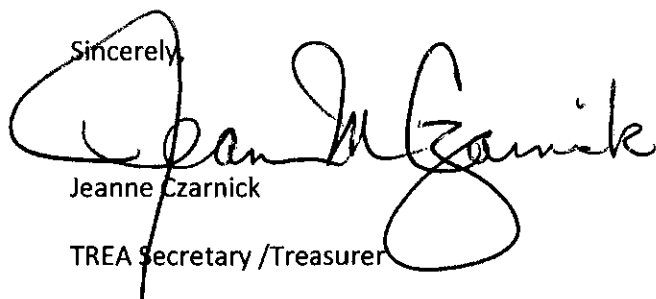
We want to thank you for the excellent meal that was provided for us during our in-service days. Misty's chicken is fantastic and many of the staff look forward to that meal. It's greatly appreciated and an excellent meal.

We want to thank you also for breakfast at the beginning of of our in-service days.

The jump start is very helpful and the value of breakfast is not underrated. We know it does us wonders just like the breakfast program for our students. Our staff appreciates the healthy items provided, but of course the breakfast pizza is the absolute best. It is the top choice by all staff! Some would want breakfast pizza every day, but the variety is nice also!

We also want to thank you for your support! Thank you for all that you do for our community, our students and our school. We know this is going to be a great year!!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeanne Czarnick". The signature is fluid and cursive, with a large loop at the end.

Jeanne Czarnick

TREA Secretary /Treasurer

Staff and Teachers of Twin River Public School

## **4013 Grievance Procedure**

*This policy provides a procedure for the non-teaching members of the staff. Teachers should refer to the Grievance Procedure spelled out in the Negotiated Agreement.*

**Definition of Grievance.** A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

**Procedural Steps.** The procedure for handling grievances is as set forth below.

**Step 1 - Oral Notice to Principal.** The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

**Step 2 - Written Grievance to the Principal.** If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

**Step 3 - Written Appeal to the Superintendent of Schools.** If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

**Step 4 - Appeal to the Board of Education.** If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

**Written Presentation.** All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

**Grievance Meetings or Hearings.** All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

**Association Representation.** A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

**Reprisals.** No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

**Withdrawal of a Grievance.** A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

**Advanced Step Filing.** A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

**Time Limitations.** Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely

manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

**Requirement to Grieve.** This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

**Bad Faith or Serial Filings.** The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

Adopted on: \_\_

Revised on: \_\_

Reviewed on: \_\_

**TEACHER'S CONTRACT**  
For Class II, III, & VI and Class I Schools with a Superintendent

THIS CONTRACT made by and between the School District of Twin River School No. 63-0030 and the County of Nance, in the State of Nebraska, hereinafter referred to as the District and Karen Chamberlain a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about August 10, 2012, and end on or about May 17, 2013 and shall consist of 185 days of service including at least 180 teaching days and that the Teacher hereby agrees to accept such employment of a salary of \$ \_\_\_\_\_ and under the following conditions.

FIRST: The salary of the Teacher shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> of September 2012, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

SECOND: The Teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed by him/her under this contract shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full-time, during days of school to his/her position in all aspects, to diligently and faithfully perform the assigned duties as Teacher to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, the Teacher may be assigned such "extra duty" assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and at such additional stated rate of compensation as the Teacher and the District may from time to time agree upon.

FOURTH: During a school year covered by this agreement, in the event the Teacher violates any of the provisions of this agreement, or performs any act or does anything which is materially harmful to the employer, or which, substantially inhibits the Teacher's ability to discharge the duties as set forth herein, including, but not limited to (a) becoming legally disqualified to teach in the state of Nebraska; (b) participation in any fraud; (c) causing any intentional damage to property; (d) engaging in any unlawful act; (e) becoming physically or mentally disabled; (f) insubordination; (g) neglect of duty; (h) immorality; then the Teacher may be discharged; provided the Teacher has been given the cause or causes for discharge in writing and has been given the opportunity for and due notice of a hearing before the Board prior to official action being taken. Nothing contained herein shall prevent the suspension of the teacher, with pay, from his/her duties during the pendency of such proceedings.

FIFTH: That upon termination of this contract for just cause, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 185 days of service. The Teacher shall refund any unearned fractional portion of an installment paid, but not earned prior to termination of the contract.

SIXTH: There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this State covering a part or all of the same time or performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the Superintendent and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: Terms and conditions set forth in this agreement shall be subject such wages and condition of employment which may, from time to time, be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

TENTH: Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen (15) calendar days of receipt thereof from the district. Said Renewal Agreement or renewal contract shall not be offered to the Teacher prior to March 15<sup>th</sup>. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Section 79-12, 111 through 79-12, 114 R.R.S. (1982 Supp) and any other applicable state statutes.


ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools on or before 5-1-2012 shall constitute a rejection by the teacher of the offer of employment.

MA 18 Step 16  
1.90

**\$7,000 as SPED Coordinator**

Executed \_\_\_\_\_  
Date

  
Teacher

By   
President

School District of Twin River No. 63-0030 County of Nance

\_\_\_\_\_  
Secretary

## **Addendum to Teacher's Contract**

The Board of Education of Twin River Public Schools ("Board") and Denise Hebda ("Teacher") have entered into a Regular Teacher's Contract for the employment of Teacher and now desire to supplement the provisions contained in the contract and agree to the addendum as follows.

1. **Purpose of Addendum.** Teacher shall be employed for 20 days in addition to the term of the regular contract for the purpose of performing duties related to service as the district's SpEd Director.
2. **Additional Duties.** Teacher's additional duties as the district's SpEd Director shall include, but not be limited to:
  - District Contract
  - Manage SpEd/SRS Files
  - Attend all IEP/MDT parent meetings
  - Manage communication with ESU and other school districts as needed
  - Manage Medicaid In Public Schools (MIPS)
  - Early Childhood Representative
  - Manage Improving Learning for Children with Disabilities (ILCD)

Each of these duties shall be in addition to and not a replacement of Teacher's regular duties as a Special Education Teacher.

3. **Addendum for Limited Period of Time.** As a material provision of this contract, it is specifically agreed that this contract addendum will be in effect only for the school years in which Teacher is assigned the additional duties of Special Education Teacher and that this addendum shall not be subject to the provisions of NEB. REV. STAT. §§ 79-824 to 79-839 or §§ 79-846 to 79-849.
4. **Expiration of Addendum.** This addendum will expire in accordance with the terms of Paragraph 2 above, without action of the Board or notice to Teacher. This contract does not create any right to employment beyond the term described above.
5. **Compensation for Addendum Duties.** The Teacher shall be paid on a per diem rate, calculated by dividing the salary provided for in the regular contract, **divided** by the number of duty days required by the Teacher in the regular contract. For the 2018 - 2019 school year, Teacher's per diem rate is \$351.24 for a total additional annual compensation of \$7,024.80.

6. **Teacher's Review and Understanding of Addendum.** Teacher affirms having read this **Addendum** in its entirety. **TEACHER UNDERSTANDS THAT THE ADDENDUM CONTAINS A WAIVER OF CONTINUED EMPLOYMENT AS TO THE TERMS OF THIS ADDENDUM ONLY.**

Executed \_\_\_\_\_, 2018.

Executed \_\_\_\_\_, 2018.

\_\_\_\_\_  
Teacher  
Twin River Schools

\_\_\_\_\_  
President, Board of Education

## **Addendum to Teacher's Contract**

The Board of Education of Twin River Public Schools ("Board") and Britton Andreasen ("Teacher") have entered into a Regular Teacher's Contract for the employment of Teacher and now desire to supplement the provisions contained in the contract and agree to the addendum as follows.

1. **Purpose of Addendum.** Teacher shall be employed for 5 days in addition to the term of the regular contract for the purpose of performing duties related to service as the district's FCCLA Sponsor - Summer Activities.
2. **Additional Duties.** Teacher's additional duties as the district's FCCLA Sponsor - Summer Activities shall include, but not be limited to:
  - Summer Conferences
  - Supervision of Fundraising Opportunities

Each of these duties shall be in addition to and not a replacement of Teacher's regular duties as a Teacher.

3. **Addendum for Limited Period of Time.** As a material provision of this contract, it is specifically agreed that this contract addendum will be in effect only for the school years in which Teacher is assigned the additional duties of Teacher and that this addendum shall not be subject to the provisions of NEB. REV. STAT. §§ 79-824 to 79-839 or §§ 79-846 to 79-849.
4. **Expiration of Addendum.** This addendum will expire in accordance with the terms of Paragraph 2 above, without action of the Board or notice to Teacher. This contract does not create any right to employment beyond the term described above.
5. **Compensation for Addendum Duties.** The Teacher shall be paid on a per diem rate, calculated by dividing the salary provided for in the regular contract, **divided** by the number of duty days required by the Teacher in the regular contract. For the 2017 - 2018 school year, Teacher's per diem rate is \$239.58 for a total additional annual compensation of \$1,197.90.
6. **Teacher's Review and Understanding of Addendum.** Teacher affirms having read this **Addendum** in its entirety. **TEACHER UNDERSTANDS THAT THE ADDENDUM CONTAINS A WAIVER OF**

**CONTINUED EMPLOYMENT AS TO THE TERMS OF THIS ADDENDUM ONLY.**

Executed \_\_\_\_\_, 2018.

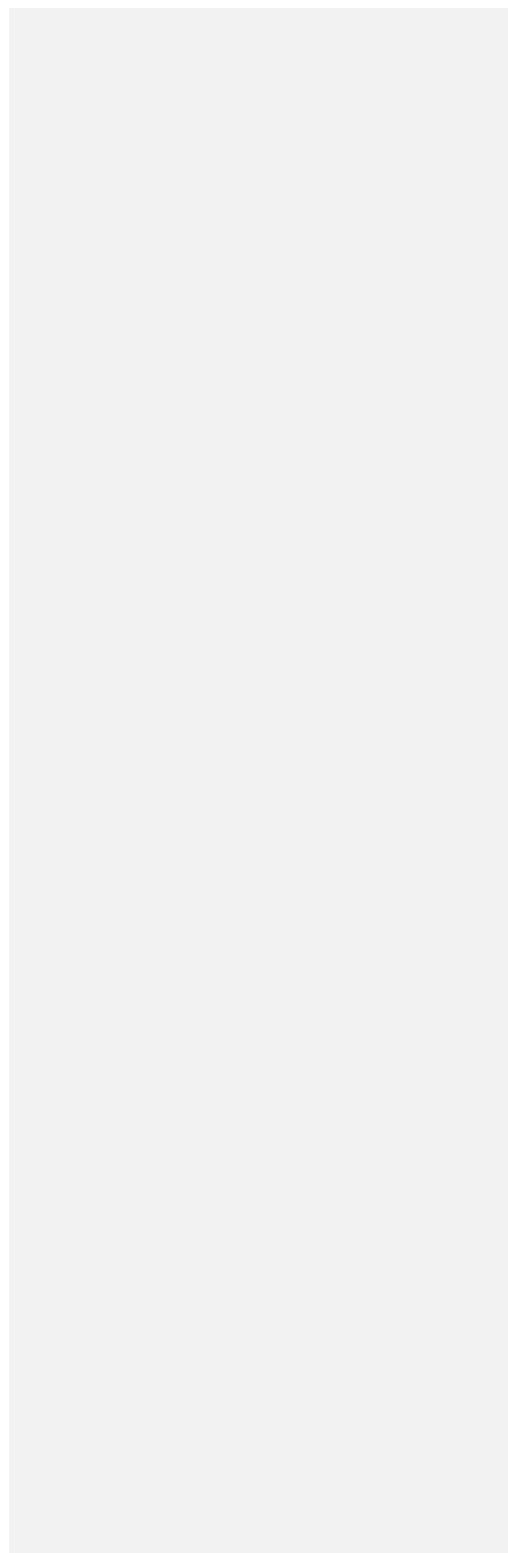
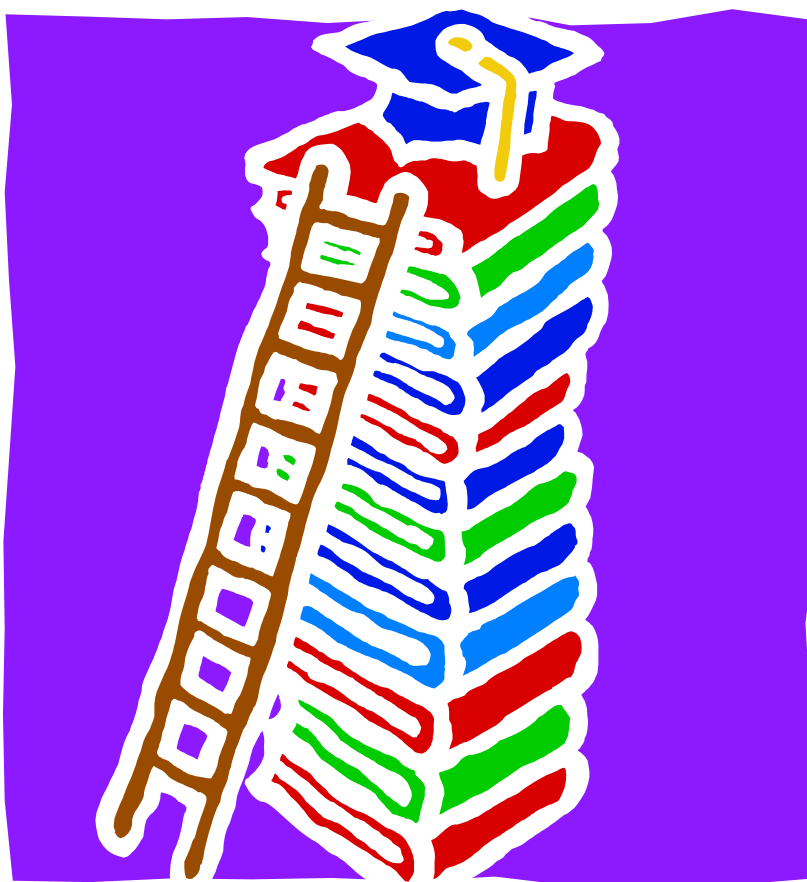
Executed \_\_\_\_\_, 2018.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
President, Board of Education  
Twin River Schools

# **Twin River Public School Staff Handbook**

**2018-19**



## **INTRODUCTION**

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. John M. Weidner, Sr. in writing at P.O. Box 640, Genoa, NE 68640 or by telephone at (402) 993-2274. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **DRUG-FREE WORKPLACE REQUIREMENTS**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff and their spouses will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

### **Agents, Salesmen and Other Business Representatives**

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

**Bell Schedule**

	<b>Begin</b>	<b>End</b>
First Period	8:00	8:50
Second Period	8:53	9:43
Third Period	9:46	10:36
Fourth Period	10:39	11:29
Fifth Period	11:32	12:55
Sixth Period	12:58	1:48
Seventh Period	1:51	2:41
Eighth Period	2:44	3:30

**Board Policies**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district’s website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing below, you agree that you have read and understand those policies, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

**Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.

3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
  
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

**Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date

with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1)

protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

#### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

#### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

#### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mindy Swanson at 402 993-2274, mswanson@twinriver.esu7.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. John M. Weidner, Sr., Superintendent, at 402 993-2274, jweidner@twinriver.esu7.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Dr. John M. Weidner, Sr., Superintendent, at 402 993-2274, jweidner@twinriver.esu7.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

#### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal

automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

#### **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

#### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

#### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

### **Expenses**

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to

sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

### **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.70 per day. The lunch price includes one carton of milk. Extra cartons cost 35 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act

to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

### **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

### **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Newsletters**

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours,

and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Pregnant or Parenting Students**

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and

staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Professional Growth**

All tenured certified staff, including principals, must complete the equivalent of six (6) semester hours of college and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. Tenured certified staff members are solely responsible for tracking and reporting their Professional Growth hours to the Superintendent.

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In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Professional Growth Points are calculated as follows:

Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the School Board, which may be included but are not limited to, educational committees.

College credits which are to be used for advancement on the horizontal levels on the salary schedule shall receive advanced approval by the school administration and board of education no later than May 10th.

#### PROFESSIONAL GROWTH PERIOD:

Refers to the six-year period during which a permanent certificated employee is required to give evidence of professional growth. For persons who had achieved permanent/tenured status as of September 1, 1982. The professional growth period ends September 1, 1988. A new professional growth period begins in 1988 and each successive 6-year period thereafter shall constitute the applicable professional growth period. The Board also

recognizes those activities of educators which are of value to the school and to the individual as evidence of professional growth. These activities must receive advanced approval by the Superintendent.

These activities include:

1. Participation at workshops and in-service.
2. Educational travel.
3. Work on professional committees either at federal, state, or local level.
4. Professional publications.
5. Sponsorship of school activities which have a direct relationship to curricular offerings (ie: FFA, FCCLA, FBLA, and others).
6. Other activities approved by the school administration.

OTHER PROFESSIONAL GROWTH ACTIVITIES: Evidence of professional growth may also be demonstrated by earning twenty-four (24) professional growth points per six (6) year period by completing any combination of activities as set forth below. The required twenty-four (24) points may be earned in a single year or over a period of six (6) years.

Any change in the number of professional growth points required, the type of activities allowed for the purposes of professional growth, or any limitations as to the applicability of activities following the adoption of these provisions shall not be retroactive with regard to work already begun.

Implementation of any changes in the professional requirements shall be in such manner as to cause no penalty to those staff members who are currently working on professional growth activities earned pursuant to these provisions shall be accepted by the Board of Education as evidence of professional growth.

PROFESSIONAL GROWTH ACTIVITIES: Listed below are the activities for which growth points may be earned:

I. Formal Classwork

- A. college or university credit (one semester hour equals four (4) points) - (maximum twenty-four (24) points)
- B. technical community college credit (one semester equals four (4) points (maximum twenty-four (24) points)
- C. College credit earned in specialized areas, (i.e. foreign language institutes, business schools, etc.) - (one semester hour equals four (4) growth points) - (maximum twenty-four (24) points)

D. Auditing a college class (one semester hour equals two (2) points) - (maximum twelve (12) points)

II. Professional Meetings and Activities

A. Curriculum conferences and conventions (one (1) point per day) - (maximum six (6) points)

B. Workshops either school district designed or externally sponsored (one (1) point per day) - (maximum six (6) points)

C. Activities and conventions sponsored by NSEA and/or state academic associations which are instructional in nature (one (1) point per day) - (maximum six (6) points)

D. Service on Nebraska Department of Education Advisory Committees, the Nebraska Council on Teacher Education, the Professional Practices Commission or other related commissions or committees (four (4) points per year) - (maximum eight (8) points)

E. Service on school or college accreditation teams (one (1) point per day) - maximum four (4) points.

F. Service on district curriculum committees or board or administrative advisory committees (one (1) point per three (3) hours of committee work) - (maximum four (4) points)

G. Demonstration teaching and/or presenting in-service programs to colleagues within or without the district (one (1) point per day of in-service presentation) - (maximum six (6) points)

H. School visitation (one (1) point per day) - (maximum four (4) points)

I. University or college teaching (four (4) points per semester hour taught) - (maximum twelve (12) points)

III. Other Activities as Approved:

To receive growth point credit for the items listed below, the employee shall submit a written proposal to the superintendent or his designee for prior

approval. The employee and administrator shall agree on the follow-up activities and/or verification process and the number of points to be earned upon completion of the activity.

A. Research and curricular development: district or classroom related research, production of curriculum materials or learning packets, completion of a thesis, dissertation, or collaboration with a research project

B. Education travel

C. Community service: including service with community organizations, service in a political or appointive office, etc.

D. Service as an appointive or elective officer of a professional organization

E. Contributions to professional journals and other educationally related publications

F. Special voluntary school district activities and/or in-service programs which occur before or after the school day or year.

G. Summer employment related to professional assignment or work.

APPROVAL AND VERIFICATION OF PROFESSIONAL GROWTH ACTIVITIES OTHER THAN COLLEGE HOURS

At least five (5) days prior to attending or participating in a professional growth activity, the employee shall notify the superintendent or his designee of the employee's intent to participate in that activity by completing a "Professional Growth Activity Form". Unless notified to the contrary, prior to the start of the activity, the activity as set forth on the form will qualify for professional growth as provided for in this policy and where the attendance and participation was actually completed. Any activity requiring absence from school during a school or contract day shall be governed by the professional and personal leave policies of the school district.

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**Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being

requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

#### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

#### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

#### **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

#### **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the

Activities Director as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy 4060 for information on the use of school vehicles.

### **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.

2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

### **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

## **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### 1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### 2. Threat Assessment Team

The threat assessment team (team) shall consist of the Superintendent, Building Principals and Asst. Principal. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

#### 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

#### **Ticket Taking**

**All staff will be expected to take tickets at one time or another at home events.** Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

#### **Transportation Request Forms**

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

#### **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours

- visitors must wear the visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced [via the District's phone messaging system, The District's Facebook and Twitter accounts and various media outlets \(mostly TV stations\).](#)

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during

the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

**Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. **Sick Leave**  
Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.
2. **Personal Leave**  
Certified staff who wish to take personal leave must submit a leave request to their building principal at least seven days in advance of the proposed leave. With the understanding that after all coverage options have been exhausted personal leave may be denied if a substitute cannot be found for replacement. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday. Exceptions will be at the sole discretion of the superintendent
3. **Professional Leave**  
The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.
4. **Substitute Folders**  
Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:
  - a.) the current seating chart for each class;
  - b.) the daily routine followed by each class;
  - c.) all schedules (fire drill procedures, lunch schedule, etc.);

- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

### **Assignment Notebooks**

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

### **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,

- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Cheating**

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

### **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

### **Class Record Books**

A class record book, i.e. Infinite Campus, is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

### **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. **Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents.** Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

### **Classroom Sanitation**

#### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body

fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

## **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

### **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Twin River School District, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community.

### **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food

or drink is allowed in the computer lab.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **Down Slips**

Down Slips are due by 2:30 p.m. on Thursday.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.

- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

### **Eligibility Grades 7-12**

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. The grading period will begin the third week of each quarter. A student will become ineligible by maintaining an average of less than seventy percent (70%) in one or more classes weekly. The student will be placed on probationary status the first week they are not meeting academic expectations. The grading period will end on each Thursday at 2:30 p.m. The ineligibility period will begin the following Monday and conclude on the next Sunday. Although players are expected to participate in practice during their ineligibility period, they will not be allowed to participate in games. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

### **Extracurricular Activities**

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund-raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to

dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

### **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

#### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)
  - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly

manner.

## **2. Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

## **3. Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

## **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

## **Examinations**

Semester examinations will be given in all classes except physical education and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

## **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

### **Field Trip Request Forms**

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### **Grading Policy**

Grades need to be updated on or before 2:30 p.m. A pupil should never be placed on ineligible list without first being on academic probation.

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

<b><u>School Grade</u></b>	<b><u>Equivalent Letter Grade</u></b>	<b><u>4.0 Scale Grade</u></b>
95 - 100	A+/A	4.00
93 - 94	A-	3.67 - 3.99
90 - 92	B+	3.33 - 3.66
87 - 89	B	3.00 - 3.32
85 - 86	B-	2.67 - 2.99
82 - 84	C+	2.33 - 2.66
79 - 81	C	2.00 - 2.32
77 - 78	C-	1.67 - 1.99
74 - 76	D+	1.33 - 1.66
72 - 73	D	1.00 - 1.32
70 - 71	D-	0.67 - 0.99
0 - 69	F	0.00 - 0.66

### **Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

### **Instructional Materials**

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

### **Lesson Plans**

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

### **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist

assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

### **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Parking**

Staff members have the south parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

### **Infinite Campus**

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install Infinite Campus on their home computer.

Certified staff who have trouble/problems with Infinite Campus, should contact Chris Parry.

### **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class cards on time.
  - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 7:40 a.m. and 3:40 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the

students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:55 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aid should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

### **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications

(prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

### **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a

personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

Classified employees will be granted up to 3 days off from work with pay in the event of the death of your spouse, child, parent, or sibling; up to 3 days in the event of the death of your grandparents, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and 3 days in the event of the death of a relative not a member of your immediate family as defined above. All requests for bereavement leave should be submitted to the Superintendent.

### **Holidays**

Employees will receive paid time off on the following holidays: New Year's Day, Labor Day, Thanksgiving, the Monday following Easter, and Christmas Day. 12 - month employees will also be paid for Memorial Day, Independence Day, and the day after Thanksgiving.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. Use of the time clock to check in and out is expected. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of the

Superintendent. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

### **Personal Leave**

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

### **Reporting When School is Closed**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

### **Sick Leave**

Classified employees will receive 10 days of sick leave. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave may accumulate up to 35 days. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

### **Vacation**

Eligible classified employees (12 month only) will receive paid vacation each school year. Employees should consult with the Business Manager for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Employees may accrue up to 10 days of vacation. After 10 years of continual employment, employees will receive 15 days of vacation. After 15 years of continual employment, employees will receive 20 days of vacation. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

## **STAFF DIRECTORY**

### **Members of the Board of Education:**

President - John Reeg  
Vice President – John Nelson  
Treasurer – Jason Urkoski  
Member – Dave Baxa  
Member – Joe Beck  
Member – Jennifer Swantek

### **ADMINISTRATION**

Dr. John M. Weidner, Sr. – Superintendent  
Mr. W. Kyle Metzger – Secondary Principal  
Mr. Tod Heier – Elementary Principal  
Mr. Spencer Zysset – Activities Director/Asst. Principal

### **GUIDANCE COUNSELOR**

Mr. Dan Koziol

### **Secretaries and Bookkeeper**

Lori Swantek – Business Manager  
Sandy Gottsch – Jr. High/High School Principal's Secretary  
Sarah Engler – Twin River SC Site Elementary Secretary  
Chris Parry – Twin River Genoa Site Elementary Secretary  
Jamie Held – Administrative Assistant

### **7-12 FACULTY**

Britton Andreasen	Clete Sempek
Jane Cook	Betty Shanle
Jeanne Czarnik	Ryan Sidwell
Emily Houdersheldt	Gabe Stalder
Barb Kuntz	Mindy Swanson
Melissa Ellingson	Mitchel Tracy
Kalin Koch	Spencer Zysset
Lori McIntosh	Kelsey Wetovick
Bryan Pilakowski	Tammy Wittwer
Mindi Reardon	Melissa Wortmann
Sam Robb	Bob Frederickson

**J.H.-H.S. School Aides**

Sharon Swantek – HS Media Aide  
Jeff Morris – LAN Manager  
Jolene Taylor – Aide  
Lorna Osantowski - Aide

**Elementary Staff**

<b><u>Grade</u></b>	<b><u>Genoa</u></b>	<b><u>Silver Creek</u></b>
Pre-Kindergarten	Annette Swantek	
Kindergarten	Anne Mohr	
1 <sup>st</sup> Grade	Lisa Matthes/Tara Hill	
2 <sup>nd</sup> Grade	Kris Bosak	
3 <sup>rd</sup> Grade	Lori Cave/Laura Rodriguez	
3 <sup>rd</sup> & 4 <sup>th</sup> Combination		Crystal Hughes
4 <sup>th</sup> Grade	Kelli Stankoski	
5 <sup>th</sup> Grade	Scott Fehringer/Brenda Buhl	
5 <sup>th</sup> & 6 <sup>th</sup> Combination		Amanda Lund
6 <sup>th</sup> Grade	Kris Rogers	

Janet Gabel – SPED – Genoa Site  
Julie Strain—Reading Coach—Both Sites  
Tracie Beller—Reading—Both Sites  
Carol Green—Reading—Both Sites  
Renae Van Driel—Physical Education—Both Sites  
Tamara Wittwer—Vocal Music—Both Sites  
Megan Stenzel—SPED—Genoa Site  
Lori McIntosh—Art/Reading—Genoa Site  
Roxanne Olson—Media/Computers/Reading—Genoa Site  
Melissa Wortmann—Instrumental Music—Both Sites  
Jeff Morris—LAN Manager—Both Sites  
Brenda Cuba—Title/Reading—Genoa Site

**School Aides**

Erin Troutman	Tania Kershaw	Brooke Kleckner	Sandy Morris
Michelle Shemek	Tina Reeg	Johanna Engstrom	Stephanie Paulsen
Barb Engebretson	Lorna Osontowski	Jolene Taylor	Wendy Gaunt
Sara Moeller	Sharon Swantek	Tina MacDonald	Jennifer Jarecki
Amanda Yrkoski	Cori Kaspar	Jackie Gertsch	

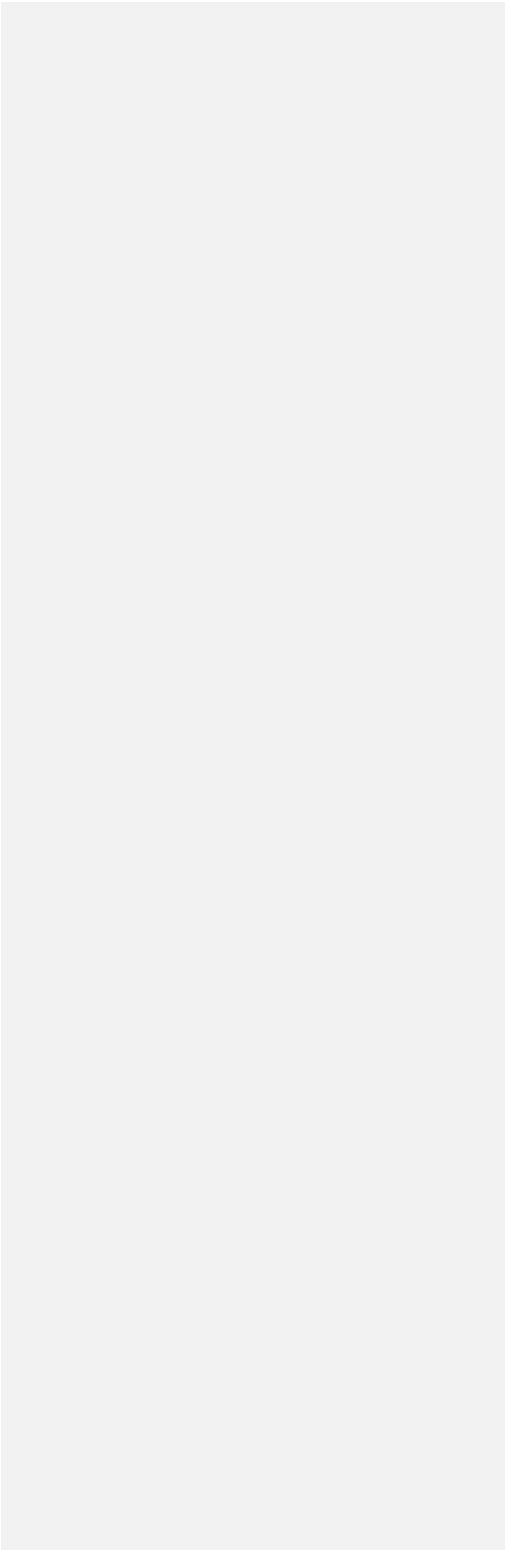
**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Twin River School District Staff Handbook which includes the district’s drug-free workplace policy statement. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with the Superintendent.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# MEYO

Enterprises, LLC

2726 Furnas Street  
Ashland, NE 68003  
Phone (402) 660-2911  
Fax 1-(402) 521-2040  
meyoenterprises@yahoo.com

## Bid Submission

Date: August 17, 2018

Spencer Zysset, Activities Director Twin River Schools 816 Willard Avenue Genoa, Nebraska 68640	Install Electric Winches, replace cable and pulleys on Basketball Backstops
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You recently requested pricing information from our Company. Here is our quote:

4	Purchase QR4 Electric Winches	\$ 6,380.00
	1/4" Cable, total 120 feet x \$3.95 per foot and cable clamps	\$ 474.00
4	Pulleys	\$ 380.00
4	Purchase Beam Clamps	\$ 400.00
4	Purchase Complete Half Clamps	\$ 120.00
4	Purchase 24" schedule 40 pipe to hang pulleys	\$ 100.00
	Labor to install above	\$ 7,000.00
	Shipping	\$ 400.00
	Lift Charge, estimated 2 day	\$ 500.00
	TOTAL	\$ 15,754.00
	*Please note that we have been informed that pricing will increase 7 to 15% on our material costs from manufacturers beginning October 1 <sup>st</sup> due to the new trade tariffs*	

This is a quotation on the goods named, subject to any sales tax, if applicable. Lift charge is included in bid. Extra clamps, tubing, hardware or fabrication, limit switches set or adjusted, including time and materials, are not included in this bid.

Thank you for giving us the opportunity to bid for your business. We look forward to working with you.

To accept this quotation, sign here and return via facsimile to 1- (402) 521-2040.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# School Safety

A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. Historically, schools have taken this scenario-based approach to respond to hazards and threats. It's not uncommon to find a stapled sheaf of papers or even a tabbed binder in a teacher's desk that describes a variety of things that might happen and the specific response to each event.

## SRP Is Action Based

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Lockout** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to local Law Enforcement Agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be combined: "Evacuate to Hallway; Shelter for Tornado; Drop, Cover and Hold."

Since its introduction in 2009, the Standard Response Protocol has been adopted by districts, departments and agencies across the US and Canada. The conformance to FEMA guidance about plain language and the simplicity of implementation has resulted in thousands of schools and law enforcement agencies implementing the program.

As organizations began adoption of the program, an ongoing commitment from The "I Love U Guys" Foundation has been to keep the materials relevant. In 2015, the Foundation released a total refresh on the materials, practices and guidance.

That said, an agent of change has to be firmly settled in time. The current time. With the directive of re-evaluating everything, the Foundation began to scrutinize every aspect of guidance, premise, messaging, practices, branding, graphic standards, audience and distribution.

This is the result. SRP V2. There are some changes. Operationally, changes are modest. Tuning the guidance. Visually, there is an evolution. Our audiences live in this time. Not 2009.

## **Benefits**

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the school to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone."

## **Lockout Vs. Lockdown**

The differentiation between Lockout and Lockdown is a critical element in SRP. A Lockout recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet. It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to students or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

There may be situations where both Lockdown and Lockout need to be performed, but in this case they are identified individually. "Lockout! Secure the Perimeter. Lockdown! Locks, Lights, out of Sight." would be announced on public address. We are in "Lockdown and Lockout" would be conveyed to emergency services or 911.

## **Tactical Responses**

SRP also acknowledges that some school incidents involve a tactical response from law enforcement, and suggests consulting with local law enforcement for specific simple actions in that event.



## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

## LOCKOUT GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



### STUDENTS:

- Return to inside of building
- Do business as usual

### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



### STUDENTS:

- Move away from sight
- Maintain silence

### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



### SAMPLE HAZARDS:

- Tornado
- Hazmat

### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

### STUDENTS:

- Appropriate hazards and safety strategies

### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students