October 20, 2025
Regular Meeting Board of Education
6:30 PM

The Board of Education District 54-0586, Bloomfield Community Schools, met in Regular Session on October 20, 2025 in High School, Room 14. Dee Bratetic: Present, Brady Folck: Present, Justin Jindra: Present, Casey Schmeckpeper: Present, Deb Wragge: Present, Hally Ziegler: Present.

1.
1.a.
1.b.
1.c.
1.d.
1.e.
1.f.
2.
3.
4. Motion by Hally Ziegler, seconded by Justin Jindra, to move into a closed session at 6:56 pm for the protection of the public interest on the topic of communication.
   Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Yea Motion: Carried
5. Motion by Dee Bratetic, seconded by Brady Folck, to approve the Consent Agenda which included Meeting Minutes and the Financial/Business reports as presented for this Regular Meeting of the BOE.
   Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Yea Motion: Carried
6.
6.a.
6.a.i. Motion by Hally Ziegler, seconded by Casey Schmeckpeper, to adopt all the 3000 policies as discussed and revised to the Bloomfield Board of Education Policy book, waiving the second read.
   Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Yea Motion: Carried
6.a.ii. Motion by Justin Jindra, seconded by Hally Ziegler, to table Policies 5101 and 5103 as presented and discussed for revision and adoption, waiving the second read until November COW.
   Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Yea Motion: Carried
7.
7.a.
7.b.
7.b.i.
7.b.ii.
7.c.
7.d.
7.e.
7.f.
7.g.
7.g.i.
7.g.ii.
8. Motion by Hally Ziegler, seconded by Dee Bratetic, to move into a closed session at 8:04 PM for the prevention of needless injury to the reputation of an individual concerning personnel issues.

Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Yea Motion: Carried

9. Motion by Justin Jindra, seconded by Dee Bratetic, to adjourn the Regular Meeting of the Bloomfield Community Schools Board of Education at 8:37 PM.
   Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Yea Motion: Carried

Bloomfield Community Schools Monthly Financial Report

Reconciled Cash Balances		
FUND	**2024-2025**	**2025-2026**
General	$1,809,767	$2,050,211
Depreciation	$15,411	$49,493
Employee Benefit	$71,096	$71,797
Activity	$254,909	$245,289
Lunch	$8,404	$11,355
Cooperative	$176,535	$177,944
Building	$373,266	$845,393
QCPUF	$111,548	$232,902
FUNDS TOTAL	$2,820,935.58	$3,684,383

General Fund Expenses for September		
	2024-2025	**2025-2026**
GF Bills Payable	$143,650	$146,763
GF Payroll	$410,569	$422,508
Total	**$554,219**	**$569,272**

General Fund Receipts for September			
	2024-2025	**2025-2026**	
Beginning Cash	$1,463,888.46	$1,884,018.69	
State Aid	$98,474.00	$56,972.00	
Other	$676.47	$464.98	MIPS
Knox County	$703,603.86	$626,320.58	
Cedar County	$10,370.40	$3,381.60	
from Lunch			

2024-25 Budget		
FUND	**Budget**	**Through Sept**
General	$6,237,000.00	$751,532
Depreciation	$115,222.00	$23
Employee Benefit	$72,034.00	$47
Activity	$504,353.00	$11,785
Nutrition	$325,836.00	$16,957
Building	$1,118,131.00	$73,174
QCPUF	$221,238.00	$12,487
Cooperative	$176,890.00	$95
Student Fee	$1,632.00	$1
FUNDS TOTAL	$8,772,336.00	$866,102
		9.8731%

GENERAL FUND REVENUE			
MONTH	**2023-2024**	**2024-2025**	**2025-2026**
September	$757,730.47	$766,232.24	$751,531.98
October	$195,805.00	$291,756.26	
November	$307,103.00	$107,831.02	
December	$420,057.00	$274,093.60	
January	$554,574.00	$730,234.33	
February	$783,905.00	$1,244,267.29	
March	$168,923.00	$241,774.44	
April	$606,428.00	$314,990.70	
May	$1,337,153.00	$1,648,121.67	
June	$257,722.00	$371,242.55	
July	$76,751.00	$30,942.99	
August	$68,820.93	$68,414.03	
Running Total	**$5,534,972.40**	**$6,089,901.12**	**$751,531.98**

EXPENSES			
MONTH	**2023-2024**	**2024-2025**	**2025-2026**
September	$427,858.45	$420,353.56	$585,339.54
October	$407,262.00	$535,995.00	
November	$559,975.00	$475,300.72	
December	$426,916.00	$466,891.18	
January	$368,978.00	$496,170.02	
February	$388,288.00	$495,997.10	
March	$438,936.00	$460,395.17	
April	$441,680.00	$449,225.56	
May	$464,121.00	$488,764.57	
June	$419,082.00	$464,832.13	
July	$415,524.00	$436,385.22	
August	$503,216.57	$549,495.51	
Running Total		**$5,739,805.74**	**$585,339.54**
Annual budget			**$5,767,877.00**
Percent Spent			**10.15%**

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2025 - 09/2025

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0101	Student Fee Fund	604.93	0.00	0.00	0.00	604.93
05 704 0108	Football	1,604.53	695.55	150.00	0.00	1,058.98
05 704 0109	Boys Basketball	2,570.20	0.00	0.00	0.00	2,570.20
05 704 0110	Track	13,215.04	0.00	179.00	0.00	13,394.04
05 704 0111	Volleyball	2,430.09	0.00	172.00	0.00	2,602.09
05 704 0112	Golf	2,754.67	0.00	0.00	0.00	2,754.67
05 704 0126	Class of 2026	4,247.27	0.00	0.00	0.00	4,247.27
05 704 0127	Class of 2027	6,690.34	400.00	0.00	0.00	6,290.34
05 704 0128	Class of 2028	4,670.00	0.00	55.00	0.00	4,725.00
05 704 0129	Class of 2029	4,384.60	0.00	870.50	0.00	5,255.10
05 704 0130	Class of 2030	2,118.57	0.00	550.50	0.00	2,669.07
05 704 0131	Class of 2031	1,025.00	0.00	0.00	0.00	1,025.00
05 704 0201	Ag Lab	5,717.21	78.57	0.00	0.00	5,638.64
05 704 0203	Athletics	3,597.84	3,765.12	1,630.00	0.00	1,462.72
05 704 0204	Announcers Booth	7,095.25	0.00	0.00	0.00	7,095.25
05 704 0205	Girls Basketball	2,072.75	0.00	396.00	0.00	2,468.75
05 704 0206	Art	1,787.79	0.00	0.00	0.00	1,787.79
05 704 0207	Band	819.92	0.00	0.00	0.00	819.92
05 704 0208	Cheerleaders	3,128.75	79.50	1,711.00	0.00	4,760.25
05 704 0210	Contest Speech	(972.47)	0.00	0.00	0.00	(972.47)
05 704 0211	Drama	3,650.05	157.45	390.00	0.00	3,882.60
05 704 0212	Yearbook	5,006.01	1,431.64	80.00	0.00	3,654.37
05 704 0213	FCCLA	(85.67)	1,673.93	1,305.00	0.00	(454.60)
05 704 0214	Entrepreneur	12,292.20	7.80	0.00	0.00	12,284.40
05 704 0215	FFA	68,200.81	4,185.60	2,508.00	0.00	66,523.21
05 704 0216	EHA Wellness	1,017.51	0.00	0.00	0.00	1,017.51
05 704 0219	Bowling	2,437.60	0.00	0.00	0.00	2,437.60
05 704 0220	Musical Productions	1,446.30	0.00	0.00	0.00	1,446.30
05 704 0221	National Honor Society	3,495.23	0.00	250.00	0.00	3,745.23
05 704 0222	Spanish Club	928.20	0.00	0.00	0.00	928.20
05 704 0224	Prom	243.76	0.00	0.00	0.00	243.76
05 704 0225	Student Council	3,183.88	284.75	39.00	0.00	2,938.13
05 704 0226	Vocal Music	(1,095.64)	0.00	0.00	0.00	(1,095.64)
05 704 0227	Teens in the Drivers Seat	1,050.00	0.00	0.00	0.00	1,050.00
05 704 0301	Ele Flower Fund	294.82	0.00	0.00	0.00	294.82
05 704 0302	Ele Center Operating Council	3,586.52	0.00	720.75	0.00	4,307.27
05 704 0303	Ele Student Council	623.49	268.00	0.00	0.00	355.49
05 704 0304	Ele Faculty Fund	(27.93)	0.00	0.00	0.00	(27.93)

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0305	Grade School	1,661.17	0.00	0.00	0.00	1,661.17
05 704 0306	Student Needs	4,725.02	0.00	0.00	0.00	4,725.02
05 704 0308	Elementary Library Fund	2,860.89	0.00	0.00	0.00	2,860.89
05 704 0309	Weight Room	4,245.33	349.70	75.00	0.00	3,970.63
05 704 0401	Sec Flower Fund	2,049.73	0.00	0.00	0.00	2,049.73
05 704 0402	Secondary Faculty	4,391.73	104.52	570.00	0.00	4,857.21
	Fund Total: 05	195,743.29	13,482.13	11,651.75	0.00	193,912.91

SCHOOL LUNCH REPORT FOR Sep-25

BEGINNING BALANCE OF MONTH:		$ 27,070.87
MONEY RECEIVED:		
Sale of Lunches:	$ 9,261.53	
State Reimbursement:		
Federal Reimbursement:	$ 7,685.01	
Loans:		
Other:	$ 10.88	
TOTAL MONEY RECEIVED		$ 16,957.42
TOTAL MONEY ON HAND:		$ 44,028.29
MONEY DISBURSED:		
Food:	$ 13,266.70	
Salaries:	$ 10,495.96	
Fixed Charges:	$ 4,237.05	
Equipment:	$ 258.00	
Repay Loan:		
Other:	$ 4,415.14	
TOTAL MONEY DISBURSED:		$ 32,672.85
BALANCE AT CLOSE OF MONTH:		$ 11,355.44
BILLS DUE:		
REIMBURSEMENT DUE:	September	$ 12,985.52
BALANCE-ESTIMATED:		$ 24,340.96

SUMMARY OF SCHOOL LUNCHES

Number of meals served during month:		Children 3962	Adults 339
Total meals served:	4301	Number of days meals were served	21
Average number served per	204.8095238	Total cost of meals during month:	
Average cost per meal:	0		

Menu Analysis

Salaries & Fixed Charges	$	14,733.01
Other	$	4,415.14
	$	19,148.15

SUMMARY OF SCHOOL BREAKFASTS

Number of meals served during month:		Children 1238	Adults 10
Total meals served:	1361	Number of days meals were served	20
Average number served per	68.05	Total cost of meals during month:	12
Average cost per meal:	0.008817046289		

Reimbursement:	Lunch	$10,318.66
	Breakfast	$2,666.86
	Total	$12,985.52

2025 - 2026 SNP Claim Month Details

540586 Status: Active
Bloomfield School
DBA:
504 S. McNamara
Bloomfield, NE 68718-2079

Claim Month: September 2025

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Modify | Summary	0	10/06/2025	10/06/2025		$12,985.52	Accepted
				Total Earned	$12,985.52	

HS Elem

ADA / ENR $\frac{165}{130}$ $\frac{165}{174}$ = $\frac{290}{304}$ = 95%

2025 - 2026 SNP Site Claim Report

540586 Status: Active
Bloomfield School
504 S. McNamara
Bloomfield, NE 68718-2079

0001 Status: Active
BLOOMFIELD SCHOOL
504 S. McNamara St.
Bloomfield, NE 68718

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2025	0	10/06/2025	10/06/2025		Original

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	111
G2. Number of Children Approved for Reduced Price Meals:	44
G3. Number of Children Approved for Paid Meals:	169
G4. Number of Enrolled Children:	324
G5. Attendance Factor Percentage:	89.5

National School Lunch Program

L1. Number Operating Days:	21
L2. Average Daily Attendance:	290
L3. Reimbursable Lunches Served	
a. Free Lunches Served:	1,418
b. Reduced Price Lunches Served:	617
c. Paid Lunches Served:	1,927
d. Total Lunches Served (a + b + c):	3,962

School Breakfast Program (Severe Need Reimbursement)

N1. Number Operating Days:	20
N2. Average Daily Attendance:	290
N3. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	601
b. Reduced Price Breakfasts Served:	288
c. Paid Breakfasts Served:	349
d. Total Breakfasts Served (a + b + c):	1,238

Created By: heatherg on: 10/6/2025 2:52:38 PM Modified By: heatherg on: 10/6/2025 2:53:51 PM

School Nutrition Programs
Claim Month Details for September 2025

540586 Status: Active
Bloomfield School
DBA:
504 S. McNamara
Bloomfield, NE 68718-2079

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2025	0	10/06/2025	10/06/2025		Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	1,418	4.6000	6,522.80
Reduced	617	4.2000	2,591.40
Paid	1,927	0.4400	847.88
Total	**3,962**		**9,962.08**
Performance-Based Reimbursement (Lunch)			
Claimed	3,962	0.0900	356.58
Adjusted	0	0.0900	0.00
Total	**3,962**		**356.58**
School Breakfast Program Severe Need			
Free	601	2.9400	1,766.94
Reduced	288	2.6400	760.32
Paid	349	0.4000	139.60
Total	**1,238**		**2,666.86**

Claim Reimbursement Total	**12,985.52**

Certification

☐ By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise." U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Breakfast: $2,666.86
Lunch: $10,318.66
12,985.52

Attachment J: Revised 5//07

DAILY RECORD OF MEALS SERVED AND EDIT CHECK WORKSHEET

Month / Year September 2025
Feeding site Bloomfield Schools

	STUDENT LUNCHES					STUDENT BREAKFASTS			SPECIAL MILK		ADULTS (Cannot Claim)		
DATE	PAID	FREE	Reduced	TOTAL	2nd Meals	PAID	FREE	Reduced	PAID	FREE	PAID-LUN	Free Lun	PAID-BR
TOTAL	1727	1418	617	3762	No Claim	349	601	288	1238		176	163	10

A. Days Served 21/20
B. Enrollment 309
C. Average Daily Attendance 290
D. Attendance Factor (C ÷ B) 95%
E. Highest # of Eligible Free approved during the month 111 *
F. Highest # of Eligible Reduced approved during the month 44 *
G. Highest # of Eligible Paid approved during the month 169 *

Required Edit Check:

Attendance Factor (D)		Highest # of Students Approved for the Month		Attendance Adjusted Eligible	
.95	X	111 (E)	=	106	(H)+
.95	X	44 (F)	=	42	(I)+
.95	X	169 (G)	=	161	(J)+

+On this calculation, round any decimal to the next whole number. (Example: 21.35 would round up to 22)

The number of meals claimed by category **CANNOT** exceed the figures reported on lines E, F or G on any given day. If the number of meals claimed by category exceeds the figures on lines H, I or J on any given day, those meal counts **MUST** be circled above and the reason for the discrepancy **MUST** be documented either at the bottom or on the back of this page.

*Students who change categories during the month should be included in both categories.

Retain this record at school for three years Nebraska Department of Education

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District Office 25-26 Year

Meal Count Listing: Lunch

09/01/2025 - 09/30/2025

District Office

Date	Students								Adults					Total
	Free	Reduced	Paid	Guest	Exmt	Ernd	Additional	Total	Faculty	Guest	Ernd	Additional	Total	
09/01/2025	0 [103]	0 [36]	0 [170]	0	0 [0]	0	0	0 [309]	0	0	0	0	0	0
09/02/2025	65 [92]	32 [40]	103 [135]	0	0 [0]	0	1	201 [267]	9	0	0	0	9	210
09/03/2025	72 [93]	30 [39]	94 [135]	0	0 [0]	0	0	196 [267]	6	1	0	0	7	203
09/04/2025	71 [94]	27 [41]	97 [135]	0	0 [0]	0	0	195 [270]	10	0	0	0	10	205
09/05/2025	74 [103]	36 [42]	103 [159]	0	0 [0]	0	1	214 [304]	8	4	7	0	19	233
09/08/2025	72 [104]	33 [44]	97 [161]	0	0 [0]	0	0	202 [309]	9	0	9	0	18	220
09/09/2025	66 [104]	30 [44]	93 [162]	0	0 [0]	0	0	189 [310]	9	1	8	0	18	207
09/10/2025	68 [106]	31 [42]	93 [163]	0	0 [0]	0	0	192 [311]	8	1	7	0	16	208
09/11/2025	73 [109]	27 [42]	105 [160]	0	0 [0]	0	0	205 [311]	8	0	8	0	16	221
09/12/2025	73 [109]	22 [42]	92 [160]	0	0 [0]	0	0	187 [311]	7	0	5	0	12	199
09/15/2025	72 [109]	30 [42]	94 [161]	0	0 [0]	0	0	196 [312]	7	0	10	0	17	213
09/16/2025	76 [109]	25 [42]	94 [160]	0	0 [0]	0	0	195 [311]	9	0	12	0	21	216
09/17/2025	72 [109]	32 [42]	92 [160]	0	0 [0]	0	0	196 [311]	9	0	10	0	19	215
09/18/2025	68 [104]	33 [47]	82 [160]	0	0 [0]	0	12	195 [311]	11	0	11	0	22	217
09/19/2025	21 [106]	13 [45]	40 [160]	0	0 [0]	0	0	74 [311]	0	0	7	0	7	81
09/22/2025	66 [104]	34 [47]	89 [160]	0	0 [0]	0	0	189 [311]	8	0	10	0	18	207
09/23/2025	65 [105]	30 [46]	88 [160]	0	0 [0]	0	0	183 [311]	9	0	9	0	18	201
09/24/2025	66 [103]	35 [47]	74 [161]	0	0 [0]	0	0	175 [311]	6	1	9	0	16	191
09/25/2025	70 [104]	37 [47]	91 [159]	0	0 [0]	0	0	198 [310]	7	2	9	0	18	216
09/26/2025	74 [101]	30 [40]	106 [169]	0	0 [0]	0	0	210 [310]	7	1	12	0	20	230
09/29/2025	63 [100]	28 [41]	105 [169]	0	0 [0]	0	0	196 [310]	10	0	11	0	21	217
09/30/2025	71 [105]	22 [36]	95 [169]	1	0 [0]	0	0	189 [310]	7	1	9	0	17	206
Totals	1418	617	1927	1	0	0	14	3977	164	12	163	0	339	4316

The total number of eligible students in each of the four categories Free, Reduced, Paid and Exempt are displayed in [brackets in the applicable columns.
Students classified as Free - Direct Certified or Temporary are counted in the Free column.

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< PowerLunch

District Office 25-26 Year

Meal Count Listing: Breakfast

09/01/2025 - 09/30/2025

District Office

Date	Students								Adults					Total
	Free	Reduced	Paid	Guest	Exmt	Ernd	Additional	Total	Faculty	Guest	Ernd	Additional	Total	
09/01/2025	0 [103]	0 [36]	0 [170]	0	0 [0]	0	0	0 [309]	0	0	0	0	0	0
09/02/2025	25 [92]	17 [40]	18 [135]	0	0 [0]	0	0	60 [267]	1	0	0	0	1	61
09/03/2025	38 [93]	18 [39]	33 [135]	0	0 [0]	0	0	89 [267]	0	0	0	0	0	89
09/04/2025	25 [94]	13 [41]	16 [135]	0	0 [0]	0	0	54 [270]	1	0	0	0	1	55
09/05/2025	31 [103]	14 [42]	16 [159]	0	0 [0]	0	0	61 [304]	0	0	0	0	0	61
09/08/2025	34 [104]	16 [44]	15 [161]	0	0 [0]	0	0	65 [309]	1	0	0	0	1	66
09/09/2025	24 [104]	10 [44]	13 [162]	0	0 [0]	0	1	48 [310]	0	0	0	0	0	48
09/10/2025	23 [106]	16 [42]	15 [163]	0	0 [0]	0	0	54 [311]	0	0	0	0	0	54
09/11/2025	26 [109]	13 [42]	15 [160]	0	0 [0]	0	0	54 [311]	2	0	0	0	2	56
09/12/2025	25 [109]	11 [42]	13 [160]	0	0 [0]	0	0	49 [311]	0	0	0	0	0	49
09/15/2025	33 [109]	14 [42]	12 [161]	0	0 [0]	0	0	59 [312]	0	0	0	0	0	59
09/16/2025	37 [109]	11 [42]	24 [160]	0	0 [0]	0	0	72 [311]	2	0	0	0	2	74
09/17/2025	29 [109]	13 [42]	16 [160]	0	0 [0]	0	0	58 [311]	1	0	0	0	1	59
09/18/2025	29 [104]	12 [47]	14 [160]	0	0 [0]	0	0	55 [311]	0	0	0	0	0	55
09/19/2025	0 [106]	0 [45]	0 [160]	0	0 [0]	0	0	0 [311]	0	0	0	0	0	0
09/22/2025	26 [104]	17 [47]	16 [160]	0	0 [0]	0	0	59 [311]	0	0	0	0	0	59
09/23/2025	31 [105]	20 [46]	17 [160]	0	0 [0]	0	0	68 [311]	0	0	0	0	0	68
09/24/2025	34 [103]	17 [47]	16 [161]	0	0 [0]	0	0	67 [311]	1	0	0	0	1	68
09/25/2025	30 [104]	17 [47]	21 [159]	0	0 [0]	0	0	68 [310]	1	0	0	0	1	69
09/26/2025	35 [101]	12 [40]	24 [169]	0	0 [0]	0	1	72 [310]	0	0	0	0	0	72
09/29/2025	33 [100]	13 [41]	20 [169]	0	0 [0]	0	0	66 [310]	0	0	0	0	0	66
09/30/2025	33 [105]	14 [36]	15 [169]	0	0 [0]	0	0	62 [310]	0	0	0	0	0	62
Totals	601	288	349	0	0	0	2	1240	10	0	0	0	10	1250

The total number of eligible students in each of the four categories Free, Reduced, Paid and Exempt are displayed in [brackets in the applicable columns.
Students classified as Free - Direct Certified or Temporary are counted in the Free column.

Activity Fund Balance Report - Account - Exclude Encumbrances
09/2025 - 09/2025

Fund: 06 Lunch Fund

Chart of Account Number	Chart of Account Description		Expenses	Revenues	Balance Change	Balance
06 704	**FUND BALANCE**	***Previous Balance**				**27,070.87**
06 704	FUND BALANCE		0.00	0.00	0.00	
06 1510	Interest		0.00	10.88	0.00	
06 1611	F/R Lunches		0.00	1,562.55	0.00	
06 1620	Sale of Lunches - not reimbursable		0.00	7,698.98	0.00	
06 4210	Federal Reimbursement		0.00	7,685.01	0.00	
06 3100 110 000 0 000	REGULAR SALARIES/Non Instructional		10,434.27	0.00	0.00	
06 3100 130 000 0 000	OT Salaries paid to Non Instructional		61.69	0.00	0.00	
06 3100 210 000 0 000	Group Insurance-Non Instructional		2,597.31	0.00	0.00	
06 3100 220 000 0 000	Social Security-Non Instructional		802.94	0.00	0.00	
06 3100 230 000 0 000	Retirement Contributions-Non Instruction		574.78	0.00	0.00	
06 3100 237 000 0 000	Increased Retirement Cont.		262.02	0.00	0.00	
06 3100 340 000 0 000	Repairs & Maintenance		90.00	0.00	0.00	
06 3100 443 000 0 000	RENTALS OR LEASES		168.00	0.00	0.00	
06 3100 610 000 0 000	Supplies		3,877.94	0.00	0.00	
06 3100 630 000 0 000	Food		13,266.70	0.00	0.00	
06 3100 890 000 0 000	Other		537.20	0.00	0.00	
06 704	**FUND BALANCE**	***Current Activity**				**(15,715.43)**
		***Ending Balance:**	**32,672.85**	**16,957.42**	**0.00**	**11,355.44**
		Fund Total: 06	32,672.85	16,957.42	0.00	**11,355.44**

September												
					Activity	**Service &**	**Fuel**		**Total**	**Miles**	**Total**	**Cost**
Bus #	**Make**		**Driver**	**Salary**	**& Subs**	**Repairs**	**Cost**	**Gallons**	**Miles**	**per/Gal**	**Cost**	**per/Mile**
1	2024 GMC Savana	11 Pass					120.66	41.366	741	17.91	120.66	0.16
1 NEW	2024 Wagoneer (G	7 pass					67.15	22.693		0.00	67.15	#DIV/0!
2	2017 Dodge Gr Caravan		SpEd						278	#DIV/0!	0.00	0.00
Coach	2001 Prevost						753.99	221.763	1174	5.29	753.99	0.64
3	2016 Chev Suburb	9 pass					103.12	35.359	575	16.26	103.12	0.18
4	2024 Thomas	53 pass					672.59	196.734	1936	9.84	672.59	0.35
5	2018 Nissan								300	#DIV/0!	0.00	0.00
6	2016 Freightliner	ADA				2019.07	354.79	104.346	626	6.00	2373.86	3.79
7	2010 Freightliner	59 pass					694.02	204.124	1310	6.42	694.02	0.53
8	2001 International	48 pass								#DIV/0!	0.00	#DIV/0!
9	2019 Ford	12 Passenger	Transit				77.30	27.131	398	14.67	77.30	0.19
9 NEW	2024 Wagoneer (W	7 pass					61.39	20.471	741	17.91	61.39	0.08
10	2014 Ford Van	11 pass	Van				115.01	39.900	156	3.91	115.01	0.74
10 NEW	2024 Wagoneer (S	7 pass					167.06	57.854	552	13.34	167.06	0.30
11	2014 Grand Carav	11 pass	DE Brake						13	#DIV/0!	0.00	0.00
12	2022 Bluebird	59 pass	Roland Johnson		902.50		599.24	176.277	1686	9.56	599.24	0.36
			Myrle Gilsdorf	2303.08	1415.25							
			Darrel Fehringer		480.00							
			Travis Mlady		238.00							
			Kevin Millikan	5668.43	42.50							
			Neal Dodge		96.00							
			Marlene Folck		1098.50							
			Richard Eisenhauer									
			Totals	**7,971.51**	**4,272.75**							
						2019.07	**3,786.32**	**1,148.02**	**10,486**	**9.13**	**5,617.58**	**0.54**
									Salaries		**12,244.26**	
	Service & Repair								**TOTAL COST**		**17,861.84**	**1.70**
1												
2												
Coach												
3												
4												
5												
6	Defrost Issue											
7												
8												
9												
10												
11												
12												

October 6, 2025
Committee Meeting Board of Education
6:30 PM

The Board of Education District 54-0586, Bloomfield Community Schools, met in Committee Session on October 6, 2025 in High School, Room 14. Dee Bratetic: Present, Brady Folck: Present, Justin Jindra: Present, Casey Schmeckpeper: Present, Deb Wragge: Present, Hally Ziegler: Absent.
Motion by Dee Bratetic, seconded by Brady Folck, to approve the absence of Hally Ziegler.
Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Absent Motion: Carried

The BOE discussed their SWOT Analysis. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. It's a strategic planning tool used by schools to assess their internal capabilities (Strengths and Weaknesses) and the external environment (Opportunities and Threats) to inform decision-making and drive improvement.

President Deb Wragge reported that she has been in contact with Caden Frank of the NASB. Mr. Frank has set aside November 6, 2025, to work with the BOE and assist them in identifying and clarifying objectives, as well as in planning the Community/Stakeholder meeting. The BOE will meet with Mr. Frank at 4:00 pm in room 14 on November 6, 2025.

Administrative and Leadership reports were given. Mr. Strom informed the BOE that a Junior High wrestling coop was extended to Crofton, but they would like to maintain separate programs this year. Bloomfield will be hosting the Elementary Honor Choir. Mr. Conroy gave an overview of the Fall NWEA MAP testing results for the high school and elementary. Both schools saw growth from last year.

The 3000 Business policies were reviewed and revised by the board and administrative team. Policies 5101 and 5103 will be revised, and the second reading will be waived.

There was no public comment.

Motion by Justin Jindra, seconded by Casey Schmeckpeper, to adjourn this COW Meeting of the Bloomfield Community Schools Board of Education at 9:42pm. The next regular meeting of the Bloomfield Community Schools Board of Education will be October 20, 2025 at 6:30 pm..
Dee Bratetic: Yea, Brady Folck: Yea, Justin Jindra: Yea, Casey Schmeckpeper: Yea, Deb Wragge: Yea, Hally Ziegler: Absent Motion: Carried

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1 Fund Number 01		GENERAL FUND	
A-OX Welding Supply Co., Inc	0000335189		59.10
A-OX Welding Supply Co., Inc	0001475186		98.56
A-OX Welding Supply Co., Inc	0001476435		270.48
Total A-OX Welding Supply Co., Inc			428.14
Access Elevator & Lifts Inc.	40661	Service Calls x2	1,425.00
Total Access Elevator & Lifts Inc.			1,425.00
Amazon Business	1C7N-Q1X6-JLG6	Shop Supplies	81.52
Amazon Business	1CHY-TXQ9-JN9T		39.76
Amazon Business	1G14-X4LL-GJT4	SPED Supplies	42.99
Amazon Business	1V6T-6CM9-GG14	T Strom Supplies	20.79
Total Amazon Business			185.06
Arts Garbage Service	4325827T952	25 Oct Garbage	984.75
Total Arts Garbage Service			984.75
AT&T	25 Oct ATT	25 Oct ATT	150.10
AT&T	25 Oct Hot Spot		172.92
Total AT&T			323.02
Bedrous, Elizabeth	SPED Reimbursement		27.96
Total Bedrous, Elizabeth			27.96
BIO Corporation	7453	R. Beckmann Requisitions	499.69
Total BIO Corporation			499.69
Black Hills Energy	25 Oct Bus Gas	25 Oct Bus Gas	62.66
Black Hills Energy	25 Oct ES Gas		331.54
Black Hills Energy	25 Oct HS Gas	25 Oct HS Gas	704.01
Total Black Hills Energy			1,098.21
Bloomfield Auto Parts	503774		14.50
Total Bloomfield Auto Parts			14.50
Bloomfield Community Schools	25 Sept Sub Lunches	25 Sept Sub Lunches	117.15
Bloomfield Community Schools	Office Supplies Reim	Command Hooks	73.65
Total Bloomfield Community Schools			190.80
Bloomfield Tire & Oil, LLC	0125731	Fire Alarm Batteries	120.59
Total Bloomfield Tire & Oil, LLC			120.59
Blue Cross/Blue Shield	25 Sept Billing	25 Sept Billing	313.07
Total Blue Cross/Blue Shield			313.07
Capital One	25 Oct Shop Supplies	Woods Class Supplies	433.95
Capital One	25 Oct Statement	25 October Statement 9/10/25-10/15/25	2,931.21
Total Capital One			3,365.16
Carhart Lumber Co	268848/6	Gym Supplies	12.42
Carhart Lumber Co	628834/6		247.00
Carhart Lumber Co	68970/6		23.10

Vendor Name	Invoice Number	Description	Amount
Total Carhart Lumber Co			282.52
Cash	Wagoneer Licensing	Jeep Wagoneer #9 & #10 Licensing Fees	30.00
Total Cash			30.00
City Of Bloomfield, Nebraska	25 Oct 21700	25 Oct 21700	446.00
City Of Bloomfield, Nebraska	25 Oct 21800	25 Oct 21800	417.00
City Of Bloomfield, Nebraska	25 Oct 46000	25 Oct 46000	76.00
Total City Of Bloomfield, Nebraska			939.00
CodeHS Inc.	32856	Abbenhaus Curriculum	1,900.00
Total CodeHS Inc.			1,900.00
Country Market	25 Oct 4800	25 Oct 4800	1,574.58
Total Country Market			1,574.58
Dana F Cole & Company, LLP	35039004	24-25 Audit	12,255.00
Total Dana F Cole & Company, LLP			12,255.00
Demco	7695838	Elementary Library	59.00
Total Demco			59.00
DSN EnviroSystems & Surveillance	2459	Labor for New Camera	1,150.00
Total DSN EnviroSystems & Surveillance			1,150.00
E.S.U. ONE	013010		25.00
E.S.U. ONE	013026		40.00
E.S.U. ONE	013064		25.00
E.S.U. ONE	013116		25.00
E.S.U. ONE	013132		1,656.00
E.S.U. ONE	013156		7,464.92
Total E.S.U. ONE			9,235.92
Eakes Office Solutions	INV692083	eGoldfax	33.54
Eakes Office Solutions	INV694630	Copier Adjustments	849.70
Total Eakes Office Solutions			883.24
Electronic Contracting Co, Omaha	25-26 Contract	25-26 Carahawk System Contract	4,810.00
Total Electronic Contracting Co, Omaha			4,810.00
ESU #8	INV-012200	Apex Seats 25-26	280.00
Total ESU #8			280.00
Farmers Pride	2559323		33.92
Farmers Pride	2559324		68.64
Farmers Pride	2559389	Fuel #2	43.65
Farmers Pride	2559396		51.80
Farmers Pride	2559409		52.09
Farmers Pride	2559482		129.31
Farmers Pride	2559665		0.89
Farmers Pride	2559666		189.02
Farmers Pride	2559794		144.06
Farmers Pride	2560988-1		138.01
Farmers Pride	2562028-1		43.76

Vendor Name	Invoice Number	Description	Amount
Farmers Pride	2562425		150.01
Farmers Pride	2563609-1		62.92
Farmers Pride	2563883-1		239.67
Farmers Pride	2563887		155.51
Farmers Pride	2565984		137.16
Farmers Pride	2565989		146.30
Farmers Pride	2566503		414.40
Farmers Pride	2567100		126.48
Farmers Pride	2568470		114.95
Farmers Pride	2568816		339.59
Farmers Pride	2568822		123.28
Farmers Pride	2569153		158.97
Farmers Pride	2569154		264.44
Farmers Pride	2569155		217.63
Farmers Pride	2569219		(248.27)
Total Farmers Pride			3,298.19
Frerichs, Craig	25 Safety Audit	25 Safety Audit	470.00
Total Frerichs, Craig			470.00
Gilsdorf, Tabitha	Tribe & PBIS Reimb	Tribe & PBIS Reimbursement	82.67
Total Gilsdorf, Tabitha			82.67
Great Plains Communications	25 Oct 2875	25 Oct 2875	742.94
Great Plains Communications	25 Sept 2875		863.90
Total Great Plains Communications			1,606.84
Hartington-Newcastle School	25 Oct Nursing	25 Oct Nursing	2,944.30
Hartington-Newcastle School	25 Sept Nursing	25 Sept Nursing	2,944.30
Total Hartington-Newcastle School			5,888.60
Heartland Counseling Services Inc.	3746	September Therapy Services	2,500.00
Total Heartland Counseling Services Inc.			2,500.00
Hefner Hardware	61047		288.99
Hefner Hardware	61588	Bus Barn Supplies	44.09
Hefner Hardware	61721	Scoreboard Mounting Tape	14.39
Total Hefner Hardware			347.47
Hometown Leasing	25 Oct Printers		1,491.50
Total Hometown Leasing			1,491.50
J.W. Pepper & Son, Inc	367727602		50.00
Total J.W. Pepper & Son, Inc			50.00
Legendary Graphics LLC	2831	BOE Banner 30x30	30.00
Total Legendary Graphics LLC			30.00
Linn Post & Pipe, Inc	99933		240.00
Total Linn Post & Pipe, Inc			240.00
Love Signs	252192-1	Jeep Wagoneer Fleet Graphics	1,025.20
Love Signs	2524511	Wagoneer Wrap #1	595.00
Total Love Signs			1,620.20

Vendor Name	Invoice Number	Description	Amount
Madison National Life Ins Co, Inc	25 Sept Life Ins	2025 Sept Life Insurance	115.77
Total Madison National Life Ins Co, Inc			115.77
National Art Supply	44669	25-26 Requisitions	390.35
Total National Art Supply			390.35
NCSA	25-26 NAESP TG	NAESP Membership	20.00
NCSA	88804	2025 Labor Relations Conference DW JJ	320.00
Total NCSA			340.00
Nebraska Public Power District	25 Oct NPPD	25 Oct NPPD	5,023.23
Total Nebraska Public Power District			5,023.23
NextGen Physical Therapy & Wellness	25 Oct PT		1,400.00
Total NextGen Physical Therapy & Wellness			1,400.00
Norfolk Daily News	25 Oct 6 COW	COW Notice 10/6/25	9.72
Total Norfolk Daily News			9.72
Northstar Services	25 Oct Services	25 Oct Services	2,787.50
Total Northstar Services			2,787.50
Olsen, Sheila	Vision Reimbursement	VSP Reimbursement	212.73
Total Olsen, Sheila			212.73
Olson's Pest Technicians Inc	471053	Pest Control	99.00
Olson's Pest Technicians Inc	479830		99.00
Total Olson's Pest Technicians Inc			198.00
One Source	2022189696		19.00
Total One Source			19.00
Perry, Guthery, Haase & Gessford, P.C.,	137		828.00
Total Perry, Guthery, Haase & Gessford, P.C.,			828.00
Pitzer Digital	92379		44.88
Pitzer Digital	92380		23.43
Pitzer Digital	92381		83.99
Pitzer Digital	92566		717.75
Pitzer Digital	92567		8.03
Pitzer Digital	92568		8.03
Pitzer Digital	92633		73.38
Pitzer Digital	92635		48.96
Pitzer Digital	92636		19.38
Pitzer Digital	92723		13.75
Pitzer Digital	93223	Custodial Ad	192.00
Total Pitzer Digital			1,233.58
Quill Corporation	45841895	Large Bank Boxes	188.46
Total Quill Corporation			188.46
School Health Corporation	CINV000296282	Nursing Supplies	7.98

Vendor Name	Invoice Number	Description	Amount
Total School Health Corporation			7.98
School Specialty LLC	208136360678	J Fehringer Requisitions	22.48
School Specialty LLC	208136406582	Office Supplies	104.80
Total School Specialty LLC			127.28
Stadium Sports	71480	Polos	201.00
Total Stadium Sports			201.00
Staples Business Advantage	6042926172	Office Supplies	101.07
Total Staples Business Advantage			101.07
Truck Center Companies	RA101013666:01	#6 Defrost Issue	2,019.07
Total Truck Center Companies			2,019.07
Veldkamp, Katelyn	VSP Reimbursement	VSP Reimbursement	147.95
Total Veldkamp, Katelyn			147.95
Wiechelman Repair Inc.	140860		649.27
Total Wiechelman Repair Inc.			649.27
Fund Number 01			76,000.64
Checking Account ID 1			76,000.64
Checking Account ID 2 Fund Number 06 Lunch Fund			
Cash-Wa Distributing	14823583		568.07
Cash-Wa Distributing	14832034		2,030.70
Cash-Wa Distributing	14840256	Food & Supplies	1,300.82
Total Cash-Wa Distributing			3,899.59
Cash	25 Oct VFW Donation	25 October Lunch Donation - VFW 4996	500.00
Total Cash			500.00
Country Market	25 Oct 4365	25 Oct 4365	195.88
Total Country Market			195.88
Dudley Laundry Co	1114722-1		72.38
Dudley Laundry Co	1116841	Kitchen, Janitorial	72.38
Dudley Laundry Co	1118921	Kitchen, Janitorial	0.00
Dudley Laundry Co	1121055	Kitchen, Janitorial	75.28
Dudley Laundry Co	1123152	Kitchen, Janitorial	72.38
Dudley Laundry Co	1125298	Kitchen, Janitorial	72.38
Total Dudley Laundry Co			364.80
Hiland Dairy	0750885		481.60
Hiland Dairy	0750993	Milk	635.47
Hiland Dairy	0751103	Milk, Juice	501.67
Hiland Dairy	0751219		566.31
Total Hiland Dairy			2,185.05
Thompson Co. Inc, The	3339598		1,457.41
Thompson Co. Inc, The	3339599		273.85

Vendor Name	Invoice Number	Description	Amount
Thompson Co. Inc, The	3339615		0.01
Thompson Co. Inc, The	3539264		1,731.84
Thompson Co. Inc, The	3539266		182.71
Thompson Co. Inc, The	3744133		2,260.13
Total Thompson Co. Inc, The			5,905.95
Fund Number 06			13,051.27
Checking Account ID 2			13,051.27
Checking Account ID 3 Fund Number 05 Activity Fund			
Amazon Business	11DW-6YGR-K1XX	Red Ribbon Week	213.32
Amazon Business	13QQ-9TQC-KW4T	Drama Supplies	87.65
Amazon Business	13QR-3C6K-GNPX	Athletics Requisition	333.67
Amazon Business	1GYW-HLYQ-GRH6	Yearbook Supplies	349.00
Amazon Business	1JH3-V41D-KGK6	Athletics	41.73
Amazon Business	1KLC-C1GY-KXPM	Student Council	31.99
Amazon Business	1LLV-XR7C-G3VT	Homecoming Sashes	20.82
Amazon Business	1RHM-VGRL-FNM7	Cheerleading Homecoming Tees	32.68
Amazon Business	1TGJ-NNWP-FH1L	FCCLA Pink Out Night	135.95
Amazon Business	1WMM-HXLJ-KQYD	Athletics - Volleyballs	419.90
Total Amazon Business			1,666.71
Arroyos, Mariah	Wellness Incentive	Wellness Incentive	30.00
Total Arroyos, Mariah			30.00
Barger, Ayrion	24 KCF		14.50
Total Barger, Ayrion			14.50
Beckmann, Robbin	Wellness Incentive		30.00
Total Beckmann, Robbin			30.00
Bedrous, Elizabeth	Wellness Incentive	Wellness Incentive	45.00
Total Bedrous, Elizabeth			45.00
Bird, Andy	25 FB vs Boyd County	25 FB vs Boyd County	170.00
Bird, Andy	25 FB vs NV	25 FB vs Niobrara-Verdigre	170.00
Total Bird, Andy			340.00
Bloomfield Community Schools	25 Cookies w Grands	25 Cookies w Grands	173.68
Bloomfield Community Schools	25 Petty Cash Reimb		134.00
Bloomfield Community Schools	V*25 Petty Cash Reim		(134.00)
Total Bloomfield Community Schools			173.68
Capital One	25 Oct Drama	One Acts	74.45
Capital One	25 Oct Drama-1	One Acts	103.84
Capital One	25 Oct FFA	FFA Supplies	194.42
Capital One	25 Oct Overpayment	Mehron Cream Makeup Overpayment	(157.45)
Capital One	25 Oct Statement	25 October Statement 9/10/25-10/15/25	2,114.51
Capital One	25 Oct Teammates	Homecoming Candy	93.74
Total Capital One			2,423.51
Carhart Lumber Co	628834/6		17.08
Total Carhart Lumber Co			17.08

Vendor Name	Invoice Number	Description	Amount
Cash	25 Elem Book Fair	Elementary Book Fair	106.00
Cash	25 Oct Athletics	25 Oct Athletics	300.00
Cash	25 Oct Chuck a Duck	Elementary Stud. Council Fundraiser	150.00
Cash	25 Reimbursement		134.00
Total Cash			690.00
Chesterman Co	11845939	Student Council Machine	284.75
Total Chesterman Co			284.75
Country Market	25 Oct 4800	25 Oct 4800	30.75
Total Country Market			30.75
Creighton Community Schools	25 XC Meet	25 XC @ Creighton	165.00
Total Creighton Community Schools			165.00
Crofton Community Schools	25 Sept JH HS XC	25 Sept JH XC	220.00
Crofton Community Schools	25 Sept JH XC	25 Sept JH XC	70.00
Crofton Community Schools	25 Sept XC	25 Sept XC	150.00
Crofton Community Schools	V*25 Sept JH XC	25 Sept JH XC	(70.00)
Crofton Community Schools	V*25 Sept XC	25 Sept XC	(150.00)
Total Crofton Community Schools			220.00
Custom Sports	42325		268.00
Custom Sports	42415	VB Coach Polos	159.00
Total Custom Sports			427.00
Eakes Office Solutions	INV694630	Copier Adjustments	197.47
Total Eakes Office Solutions			197.47
Eisenhauer, Gary	Wellness Incentive	Wellness Incentive	30.00
Total Eisenhauer, Gary			30.00
Eisenhauer, Haley	2025 KCF	New Check	39.00
Total Eisenhauer, Haley			39.00
Fehringer, Barbara	Wellness Incentive	Wellness Incentive	45.00
Total Fehringer, Barbara			45.00
Fehringer, Darrel	Wellness Incentive	Wellness Incentive	45.00
Total Fehringer, Darrel			45.00
Fehringer, Jeffrey	Wellness Incentive	Wellness Incentive	45.00
Total Fehringer, Jeffrey			45.00
Fernau, Brenna	25 VB vs Randolph	25 VB vs Randolph	190.00
Total Fernau, Brenna			190.00
FFA Convention Tour-Nebraska	25 FFA Tours	2025 National FFA Tours	770.00
Total FFA Convention Tour-Nebraska			770.00
Gilsdorf, Tabitha	Wellness Incentive	Wellness Incentive	45.00
Total Gilsdorf, Tabitha			45.00

Vendor Name	Invoice Number	Description	Amount
Gubbels, Heather	Wellness Incentive	Wellness Incentive	15.00
Total Gubbels, Heather			15.00
Hanefeldt, Kristine	Wellness Incentive	Wellness Incentive	15.00
Total Hanefeldt, Kristine			15.00
Hartington Newcastle FFA	Inv/2025/02	Dairy Judging Registration & Meals	280.00
Total Hartington Newcastle FFA			280.00
Hartington-Newcastle School	25 Oct V VB Tourney	25 Oct V VB Tourney	100.00
Hartington-Newcastle School	Conference XC Timing		400.00
Total Hartington-Newcastle School			500.00
Hauger, Laura	Wellness Incentive	Wellness Incentive	45.00
Total Hauger, Laura			45.00
Heimes, Bridget	Wellness Incentive	Wellness Incentive	45.00
Total Heimes, Bridget			45.00
Henn, Jennifer	25 Oct VB v Randolph	25 Oct VB vs Randolph	190.00
Total Henn, Jennifer			190.00
Hiland Dairy	0750884	Football - Milk	45.07
Total Hiland Dairy			45.07
Kramer, Todd	25 FB vs Boyd County	25 FB vs Boyd County	170.00
Kramer, Todd	25 FB vs NV	25 FB vs Niobrara-Verdigre	170.00
Total Kramer, Todd			340.00
Kuchar, Matthew	Wellness Incentive	Wellness Incentive	45.00
Total Kuchar, Matthew			45.00
Lauck, Sophia	24 KCF	24 KCF	6.00
Total Lauck, Sophia			6.00
Legendary Graphics LLC	2808	Cheer Shirts	30.00
Legendary Graphics LLC	2839	XC Meet Banner	47.50
Total Legendary Graphics LLC			77.50
Leigh FFA	25 Livestock Judging	Livestock Judging	194.00
Total Leigh FFA			194.00
Lipker, Michael	25 FB vs Boyd County	25 FB vs Boyd County	170.00
Lipker, Michael	25 FB vs NV	25 FB vs Niobrara-Verdigre	170.00
Total Lipker, Michael			340.00
Mlady, Madyson	24 KCF		58.00
Total Mlady, Madyson			58.00
National FFA Organization	MDS366065	FFA Jackets	1,030.00
Total National FFA Organization			1,030.00

Vendor Name	Invoice Number	Description	Amount
NE High School Sports Hall of Fame Foundation	25 VB Jamboree	25 VB Jamboree vs Niobrara/Verdigre	473.00
Total NE High School Sports Hall of Fame Foundation			473.00
Nebraska FFA Association	4294	State FFA Dues	1,134.00
Nebraska FFA Association	789027		18.00
Nebraska FFA Association	StateFair817		25.00
Total Nebraska FFA Association			1,177.00
Neligh-Oakdale Schools	Athletic Tape	Stretch M Tape Premium 2.0 in Tape	520.00
Total Neligh-Oakdale Schools			520.00
Nelson, Kaitlyn	25 VB vs Randolph	25 VB vs Randolph	190.00
Nelson, Kaitlyn	V*25 VB vs Randolph	25 VB vs Randolph	(190.00)
Total Nelson, Kaitlyn			0.00
Ranslem, Justin	25 FB vs Boyd County	25 FB vs Boyd County	170.00
Ranslem, Justin	25 FB vs NV	25 FB vs Niobrara-Verdigre	170.00
Total Ranslem, Justin			340.00
Risor, Reann	Wellness Incentive	Wellness Incentive	30.00
Total Risor, Reann			30.00
Rolfes, Grant	Conference XC Timing	Conference XC Timing	200.00
Total Rolfes, Grant			200.00
Royal Sport Shop	5921		1,200.00
Total Royal Sport Shop			1,200.00
Scholastic Inc	25 Elem Book Fair		482.05
Total Scholastic Inc			482.05
Schroeder, Jake	24 KCF	24 KCF	14.00
Total Schroeder, Jake			14.00
Schuettler, Lacey	Wellness Incentive	Wellness Incentive	15.00
Total Schuettler, Lacey			15.00
Sports Imports Inc	INV35172		395.30
Total Sports Imports Inc			395.30
Stadium Sports	69680	FFA Windbreaker Jackets	3,360.00
Stadium Sports	71481	FFA Polos	203.00
Total Stadium Sports			3,563.00
Stappert, Cody	Conference XC Timing	Conference XC Timing	200.00
Total Stappert, Cody			200.00
Suing, Cassandra	Wellness Incentive	Wellness Incentive	30.00
Total Suing, Cassandra			30.00
Svec, Pat	25 Oct VB v Randolph	25 Oct VB vs Randolph	190.00
Total Svec, Pat			190.00

Vendor Name	Invoice Number	Description	Amount
Temme, Garrett	25 FB vs Boyd County	25 FB vs Boyd County	170.00
Temme, Garrett	25 FB vs NV	25 FB vs Niobrara-Verdigre	170.00
Total Temme, Garrett			340.00
Temple, Cheyan	25 VB vs Randolph	25 VB vs Randolph	190.00
Temple, Cheyan	25 VB vs. Randolph	25 VB vs Randolph	190.00
Temple, Cheyan	V*25 VB vs Randolph	25 VB vs Randolph	(190.00)
Total Temple, Cheyan			190.00
Thiele, Bill	Wellness Incentive	Wellness Incentive	45.00
Total Thiele, Bill			45.00
Thompson Co. Inc, The	3744134	FFA Hamburger Buns	131.35
Total Thompson Co. Inc, The			131.35
Wilken, Duane	XC Supplies Reimb	XC Supply Reimbursement	21.99
Total Wilken, Duane			21.99
Wilson, Tyler	25 FCCLA Scentsy	25 FCCALA Scentsy Fundraiser	2,588.50
Total Wilson, Tyler			2,588.50
Winners Circle	57926	XC Metals & Ribbons	298.06
Winners Circle	57943	Homecoming King & Queen Keychains	28.18
Total Winners Circle			326.24
Fund Number 05			23,662.45
Checking Account ID 3			23,662.45

Checking Account ID 5 Fund Number 02 Depreciation Fund

Kersten Auto Co. LLC	24 Jeep Wagoneer	Jeep Wagoneer	20,000.00
Total Kersten Auto Co. LLC			20,000.00
Fund Number 02			20,000.00
Checking Account ID 5			20,000.00

Checking Account ID: 1 **Check Type: Automatic Payment**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
201557	09/20/2025	X			GREAPLAIC	Great Plains Communications	863.90
201558	10/25/2025				HOMELEAS	Hometown Leasing	1,491.50
201559	10/20/2025				GREAPLAIC	Great Plains Communications	742.94
201560	10/20/2025				ARTSGARB	Arts Garbage Service	984.75
201563	10/27/2025				BLACHILL	Black Hills Energy	1,098.21
201564	10/30/2025				NPPD	Nebraska Public Power District	5,023.23
201569	10/24/2025				ATT	AT&T	172.92
	Check Type Total:		Automatic Payment		Void Total:	0.00 Total without Voids:	10,377.45

Checking Account ID: 1 **Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
45229	09/25/2025				BEDRELIZ	Elizabeth Bedrous	27.96
45230	09/25/2025	X			BLUECROS	Blue Cross/Blue Shield	313.07
45231	09/25/2025				GILSTAB	Tabitha Gilsdorf	82.67
45232	09/25/2025				MADISIONNA	Madison National Life Ins Co, Inc	115.77
45233	09/25/2025	X			OLSESHEI	Sheila Olsen	212.73
45234	09/25/2025	X			VELDKATE	Katelyn Veldkamp	147.95
45242	10/20/2025				AEL	Access Elevator & Lifts Inc.	1,425.00
45243	10/20/2025				AMABUS	Amazon Business	185.06
45244	10/20/2025				AOXWELD	A-OX Welding Supply Co., Inc	428.14
45245	10/20/2025				ATT	AT&T	150.10
45246	10/20/2025				BIOCORP	BIO Corporation	499.69
45247	10/20/2025				BLMFSCHL	Bloomfield Community Schools	190.80
45248	10/20/2025				BLOOTIRE	Bloomfield Tire & Oil, LLC	120.59
45249	10/20/2025				CAPITALONE	Capital One	3,365.16
45250	10/20/2025				CARHARTL	Carhart Lumber Co	282.52
45251	10/20/2025				CASH	Cash	30.00
45252	10/20/2025				CITYBLOO	City Of Bloomfield, Nebraska	939.00
45253	10/20/2025				CODEHS	CodeHS Inc.	1,900.00
45254	10/20/2025				COUNMARK	Country Market	1,574.58
45255	10/20/2025				DANACOLE	Dana F Cole & Company, LLP	12,255.00
45256	10/20/2025				DEMCO	Demco	59.00
45257	10/20/2025				DSNENV	Dave Noecker	1,150.00
45258	10/20/2025				ESU1	E.S.U. ONE	9,235.92
45259	10/20/2025				EAKESOFF	Eakes Office Solutions	883.24
45260	10/20/2025				ESU8	ESU #8	280.00
45261	10/20/2025				FARMPRID	Farmers Pride	3,298.19
45262	10/20/2025				FRERCRAIG	Craig Frerichs	470.00
45263	10/20/2025				HARTNEWCAS	Hartington-Newcastle School	5,888.60
45264	10/20/2025				HEARCOUNS	Heartland Counseling Services Inc.	2,500.00
45265	10/20/2025				HEFNHRD	Hefner Hardware	347.47
45266	10/20/2025				JWPEPSON	J.W. Pepper & Son, Inc	50.00
45267	10/20/2025				LEGENGRA	Legendary Graphics LLC	30.00
45268	10/20/2025				LINNPOST	Linn Post & Pipe, Inc	240.00
45269	10/20/2025				LOVSGNS	Love Signs	1,620.20
45270	10/20/2025				NATIARTSUP	National Art Supply	390.35
45271	10/20/2025				NCSA	NCSA	20.00
45272	10/20/2025				NEXTGENPT	NextGen Physical Therapy & Wellness	1,400.00
45273	10/20/2025				NORFDAIL	Norfolk Daily News	9.72
45274	10/20/2025				NORTHSTAR	Northstar Services	2,787.50
45275	10/20/2025				OLSONSP	Olson's Pest Technicians Inc	198.00
45276	10/20/2025				ONESOUR	One Source	19.00
45277	10/20/2025				PERRYGUTH	Perry, Guthery, Haase & Gessford, P.C.,	828.00
45278	10/20/2025				PITZDIG	Pitzer Digital	1,233.58
45279	10/20/2025				QUILLCOR	Quill Corporation	188.46
45280	10/20/2025				SCHOHEALCO	School Health Corporation	7.98
45281	10/20/2025				SCHOSPEC1	School Specialty LLC	127.28
45282	10/20/2025				STADSPORW	Stadium Sports	201.00
45283	10/20/2025				STAPL	Staples Business Advantage	101.07

Checking Account ID: 1 **Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
45284	10/20/2025				TRUCCENTCO	Truck Center Companies	2,019.07
45285	10/20/2025				WIECHEL	Wiechelman Repair Inc.	649.27
45286	10/20/2025				BLOOAUTO	Bloomfield Auto Parts	14.50
45287	10/20/2025				NCSA	NCSA	320.00
45288	10/20/2025				ELECCONTR	Electronic Contracting Co, Omaha	4,810.00
	Check Type Total:		Check			Void Total: 0.00 Total without Voids:	65,623.19
	Checking Account Total:		1			Void Total: 0.00 Total without Voids:	76,000.64

Checking Account ID: 2 **Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
6815	10/20/2025				CASH	Cash	500.00
6816	10/20/2025				CASHWAD	Cash-Wa Distributing	3,899.59
6817	10/20/2025				COUNMARK	Country Market	195.88
6818	10/20/2025				APPEARA	Dudley Laundry Co	364.80
6819	10/20/2025				HILAND	Hiland Dairy	2,185.05
6820	10/20/2025				USFOODS	The Thompson Co. Inc	5,905.95
	Check Type Total:		Check			Void Total: 0.00 Total without Voids:	13,051.27
	Checking Account Total:		2			Void Total: 0.00 Total without Voids:	13,051.27

Checking Account ID: 3 **Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
31612	09/25/2025				CROFTONC	Crofton Community Schools	220.00
31613	09/25/2025	X			CUSTSPOR	Custom Sports	268.00
31614	09/25/2025				EISEHALE	Haley Eisenhauer	39.00
31615	09/25/2025				FFACONVT	FFA Convention Tour-Nebraska	770.00
31616	09/25/2025	X			HILAND	Hiland Dairy	45.07
31617	09/25/2025				NATIONTL	National FFA Organization	1,030.00
31618	09/25/2025				NEBRFFA	Nebraska FFA Association	43.00
31619	09/25/2025				SPORTSIMPO	Sports Imports Inc	395.30
31620	10/01/2025				BARGAYRI	Ayrion Barger	14.50
31621	10/01/2025				BIRDANDY	Andy Bird	170.00
31622	10/01/2025				CREIGHT1	Creighton Community Schools	165.00
31623	10/01/2025		X	10/14/2025	CROFTONC	Crofton Community Schools	220.00
31624	10/01/2025				CUSTSPOR	Custom Sports	159.00
31625	10/01/2025		X	10/01/2025	TEMPCHEY	Cheyan Temple	190.00
31626	10/01/2025				HARTNEWFFA	Hartington Newcastle FFA	280.00
31627	10/01/2025				KRAMTODD	Todd Kramer	170.00
31628	10/01/2025				LAUCSOPH	Sophia Lauck	6.00
31629	10/01/2025				LEGENGRA	Legendary Graphics LLC	30.00
31630	10/01/2025				LEIGHFFA	Leigh FFA	194.00
31631	10/01/2025				LIPKMICH	Michael Lipker	170.00
31632	10/01/2025				MLADMADI	Madyson Mlady	58.00
31633	10/01/2025				NEHSSHOF	NE High School Sports Hall of Fame Foundation	473.00
31634	10/01/2025		X	10/10/2025	NELSKAIT	Kaitlyn Nelson	190.00
31635	10/01/2025				RANSJUST	Justin Ranslem	170.00
31636	10/01/2025				SCHRJAKE	Jake Schroeder	14.00
31637	10/01/2025				TEMMGARR	Garrett Temme	170.00
31638	10/01/2025				BIRDANDY	Andy Bird	170.00
31639	10/01/2025				KRAMTODD	Todd Kramer	170.00
31640	10/01/2025				LIPKMICH	Michael Lipker	170.00
31641	10/01/2025				RANSJUST	Justin Ranslem	170.00
31642	10/01/2025				TEMMGARR	Garrett Temme	170.00
31643	10/01/2025				TEMPCHEY	Cheyan Temple	190.00
31644	10/08/2025				HARTNEWCAS	Hartington-Newcastle School	100.00
31645	10/08/2025				HENNJENN	Jennifer Henn	190.00
31646	10/08/2025				SVEC	Pat Svec	190.00
31647	10/08/2025				CASH	Cash	150.00
31648	10/08/2025				CASH	Cash	300.00

Checking Account ID: 3 **Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
31649	10/14/2025				NELIGHOK	Neligh-Oakdale Schools	520.00
31650	10/20/2025				AMABUS	Amazon Business	1,666.71
31651	10/20/2025				ARROMARI	Mariah Arroyos	30.00
31652	10/20/2025				BECKROBB	Robbin Beckmann	30.00
31653	10/20/2025				BEDRELIZ	Elizabeth Bedrous	45.00
31654	10/20/2025				BLMFSCHL	Bloomfield Community Schools	173.68
31655	10/20/2025				CAPITALONE	Capital One	2,423.51
31656	10/20/2025				CARHARTL	Carhart Lumber Co	17.08
31657	10/20/2025				CASH	Cash	106.00
31658	10/20/2025				CHESCOMP	Chesterman Co	284.75
31659	10/20/2025				COUNMARK	Country Market	30.75
31660	10/20/2025				EAKESOFF	Eakes Office Solutions	197.47
31661	10/20/2025				EISEGARY	Gary Eisenhauer	30.00
31662	10/20/2025				FEHRBARB	Barbara Fehringer	45.00
31663	10/20/2025				FEHRDARR	Darrel Fehringer	45.00
31664	10/20/2025				FEHRJEFF	Jeffrey Fehringer	45.00
31665	10/20/2025				GILSTAB	Tabitha Gilsdorf	45.00
31666	10/20/2025				GUBBHEAT	Heather Gubbels	15.00
31667	10/20/2025				HANEKRIS	Kristine Hanefeldt	15.00
31668	10/20/2025				HARTNEWCAS	Hartington-Newcastle School	400.00
31669	10/20/2025				HAUGLAUR	Laura Hauger	45.00
31670	10/20/2025				HEIMBRID	Bridget Heimes	45.00
31671	10/20/2025				KUCHMATT	Matthew Kuchar	45.00
31672	10/20/2025				LEGENGRA	Legendary Graphics LLC	47.50
31673	10/20/2025				RISOREAN	Reann Risor	30.00
31674	10/20/2025				ROLFGRAN	Grant Rolfes	200.00
31675	10/20/2025				ROYASPOR	Royal Sport Shop	1,200.00
31676	10/20/2025				SCHOLASB	Scholastic Inc	482.05
31677	10/20/2025				SCHULACE	Lacey Schuettler	15.00
31678	10/20/2025				STADSPORW	Stadium Sports	3,563.00
31679	10/20/2025				STAPCODY	Cody Stappert	200.00
31680	10/20/2025				SUINCASS	Cassandra Suing	30.00
31681	10/20/2025				THIEBILL	Bill Thiele	45.00
31682	10/20/2025				USFOODS	The Thompson Co. Inc	131.35
31683	10/20/2025				WILKDUAN	Duane Wilken	21.99
31684	10/20/2025				WILSTYLE	Tyler Wilson	2,588.50
31685	10/20/2025				WINNERSC	Winners Circle	326.24
31686	10/16/2025		X	10/20/2025	BLMFSCHL	Bloomfield Community Schools	134.00
31687	10/16/2025				FERNBREN	Brenna Fernau	190.00
31688	10/16/2025				NEBRFFA	Nebraska FFA Association	1,134.00
31689	10/20/2025				CASH	Cash	134.00
	Check Type Total:		Check			Void Total: 734.00	Total without Voids: 23,662.45
	Checking Account Total:		3			Void Total: 734.00	Total without Voids: 23,662.45

Checking Account ID: 5 **Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
20808	09/25/2025	X			KERSTENAUT	Kersten Auto Co. LLC	20,000.00
	Check Type Total:		Check			Void Total: 0.00	Total without Voids: 20,000.00
	Checking Account Total:		5			Void Total: 0.00	Total without Voids: 20,000.00
			Grand Total:			Void Total: 734.00	Total without Voids: 132,714.36

Students

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline that may be imposed includes actions that are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts, and parent conferences, rearrangement of schedules, requirements that a student remains in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian or in-school suspension. The discipline may include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
   d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to

the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the

period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
   b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the

student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
   c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
   d. Head wear including hats, caps, bandannas, and scarves.
   e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
   f. Clothing or jewelry that is gang related.

   A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

   The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's

grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy,

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
LB 43 (2024)

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Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the school's curriculum by offering a wide variety of activities for students to participate in. They are considered an integral part of the school's education program and provide experiences that will help students physically, mentally, and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship always prevail to enhance the educational values of contests. Participation in activities as a competitor and as a student spectator is integral to the student's academic experiences. Such participation is a privilege that carries responsibilities to the school, team, student body, community, and students. In their play and conduct, students represent all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become thoroughly familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more severe injuries to the body's bones, joints, ligaments, tendons, or muscles to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, proper protective equipment, and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

The purpose of the Code of Conduct is to ensure that participation in extracurricular activities is a privilege. This privilege carries responsibilities to the school, team, student body, and community. Participants represent themselves and their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation depends upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities and is in effect for the entire calendar year, including summer months. Extracurricular activities mean student activities or organizations supervised or administered by the school district that do not count toward graduation or grade advancement and in which the school does not otherwise require participation.

Extracurricular activities include, but are not limited to, all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school-sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant is a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct that occurs at any time during the ~~school~~ calendar year, including the summer months. ~~and also includes the time frame that begins with the official starting day of the fall sports season established by the NSAA and extends to the last day of the spring sports season established by the NSAA~~

~~The rules also apply when a student participates in or is scheduled to participate in an extracurricular activity held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.~~

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is serving an out of school

suspension or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension. A student that is serving an in-school suspension may be required to attend practices. This will be at the discretion of the administration, coach and/or activity sponsor.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The Board of Education has determined the following conduct rules to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member or voicing disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial property damage, stealing or trying to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat that causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace, and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems,

alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the word means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired because of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to assault any person sexually. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law that constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
13. Using written or oral language or conduct, including gestures, is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based on race, gender, national origin, or religion.
14. Dressing or grooming in a manner that is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Bloomfield Community Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if the coach or the supervisor approves a change in activity within the season.
17. Failure to participate in regularly scheduled classes on an extracurricular activity or event day.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor before any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that the coach or sponsor advises participants of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to the school administration. Consequences will be determined by coaches, sponsors, and/or administration.

Consequences.
For violations of the Code of Conduct, students may be suspended from practices, interscholastic competitions, co-curricular activities and attendance at school activities. The school administration will determine the suspension period or other discipline for such offenses.

The disciplinary consequence will be determined based on the offense's seriousness, prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment not to commit future violations.

Drug and Alcohol Violations.

Meaning of Terms.
Use or consumption includes any level of consumption or use. Using a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student or the odor of an illicit drug on the student. Also, it includes being impaired because of the abuse of any material used as a stimulant.

Possession includes having control of the substance and being in the same area where the substance is present, and no responsible adult is present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle where the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to

immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

(3) Random Drug and Alcohol Testing Procedures:

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining competitive extracurricular activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

Eligibility for Random Testing. Students who participate in competitive extracurricular activities at the high school (Grades 7-12) level are eligible for random testing. Competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. Competitive extracurricular activities include, but are not limited to, Athletic Programs, Cheerleading, Band, Academic Teams, One-Act, Choir, Quiz Bowl, FFA, FCCLA and Speech Team.

To participate in a competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Students remain eligible for testing from the date the Consent to Test Form is turned in until the student is no longer involved in extracurricular activities, or until the student graduates or is otherwise no longer enrolled in the District.

Students who are not participants in a competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

Testing Procedure. Random Testing: for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials

who are directly involved in the testing program. No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

Collection: The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensure an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. The tests are to be designed to detect only the use of illegal drugs, not medical conditions or the presence of authorized prescription medications.

Confidentiality: All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

Consequences for Positive Tests: Any of the following shall be considered to be a positive test result:

1. A confirmed positive alcohol or drug test
2. Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or Tampering with the specimen collection process.

The following shall result from a positive test result: The student's parents or guardians will be contacted, and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.

Appeal Procedures. A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent

or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing. Results of the retest will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

~~**Consequences.**~~

~~**For violations of the Code of Conduct, students may be suspended from practices, interscholastic competitions, and co-curricular activities. The school administration will determine the suspension period or other discipline for such offenses**~~.

~~The disciplinary consequence will be determined based on the offense's seriousness, prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment not to commit future violations.~~

Because of the significance of drug and alcohol violations on the student participants, other students, and the school, the following consequences are established for such violations:

~~**Drugs and Alcohol.**~~

~~**The student's privilege of participating in extracurricular activities will be restricted as follows:**~~

1. ~~For a first violation positive test, the student is ineligible to participate in any extracurricular activities for thirty (30) calendar days. The student may continue to participate in extracurricular activities if, within ten (10) school days of the meeting with the parents or guardians, the student shows proof that the student is receiving substance abuse counseling with a qualified professional and submits to a second drug test within two (2) weeks.~~
2. ~~For a second and subsequent violation(s) positive test, the student is ineligible to participate in any extracurricular activity for 1 calendar year. To return to participation, the student must complete substance abuse counseling and, to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five follow-up drug tests during the next twelve-month period.~~

3. ~~The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above. Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.~~

4. ~~Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).~~
~~The program must be administered by a certified alcohol and drug abuse counselor and approved by the school authorities. The student must successfully complete the approved chemical dependency program. Proof of successful completion must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent, or guardian.~~

5. ~~More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in the use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the sound discretion of the administration.~~

Drugs and Alcohol. An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods. Attendance at activities during that time will be determined by administration:

1. First Violation: 30 calendar days.
2. Second Violation: 90 calendar days
3. Third and Any Subsequent Violations: One (1) calendar year.
4. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 20 days. Subsequent violations shall not be privy to this option.
5. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, a first offense consequence will be reduced to only the next activity in which the student was to participate (including at least one contest). This applies to the first violation only. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program before returning to activities. Proof of successful completion of the program must be submitted in writing to the Principal. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
6. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or

procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin, All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed, provided that the school officials shall have the discretion to establish a ~~time~~ duration period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character, allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to the principal, athletic director, head coach, or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier:

(1) Before the end of the next school day after the conduct occurred and
(2) Before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement, school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When another person accuses a student of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent interference with a school purpose.
2. Meeting. Before the commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
   a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
   b. The suspension may be imposed before the meeting if the meeting can not reasonably be held before the suspension begins. In that case, the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in scheduling the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session) or such additional time, as is reasonably necessary following the suspension, the Principal or Principal's ~~Athletic Director or the Athletic Director's~~ designee will send a written statement to the student and the student's parents or

guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
   a. The parent or guardian must sign a form to request such a hearing. The form will be provided with the notice letter or made available by request from the Principal's office.
   b. The superintendent's office must receive the request for a hearing within five calendar days of receiving the notice letter.
   c. If a hearing is requested:
      i. The hearing will be held within ten calendar days of receipt of the request, subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
      ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
      iii. Upon the hearing's conclusion, a written decision will be rendered within five school days (ten calendar days if school is not in session). The decision will be mailed or otherwise delivered to the participant, parents, or guardian.
      iv. The school will keep a record of the hearing (copies of documents provided at the hearing and a tape recording or other recording of the informal hearing) if the parent/guardian requests it sufficiently before the hearing.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students with "excessive absences," as determined under the school's attendance policy, are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. If a participant cannot attend a practice or competition, the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance, or other activity, be in attendance for the full day. A student not in attendance the full day is ineligible for the competition, performance, or activity.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

   Every attempt should be made to *attend* on the day of a contest. Sleeping to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, each student's primary mission and responsibility is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort toward scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. Maintain passing grades in all courses. A student not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will only be eligible once the student is passing all classes.

~~3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.~~

4. Academic requirements do not apply to:
   (A) Instructional field trips, which are a part of the scheduled course learning experience; or
   (B) Activities or events are part of the student's grade requirements.

Policy 5004, NSAA bylaws, and state law govern the eligibility criteria for part-time students.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: Oct. 21, 2024

Reviewed: Dec. 6, 2024
Revised: Dec. 6, 2024
Approved: Dec. 16, 2024

NASB LEADERSHIP SUPERITNENDENT EVALUATION



STANDARD I: DISTRICT & BOARD OPERATIONS

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Oversees district business according to policy, the district's compliance and reporting requirements within all NDE rules and regulations, accreditation requirements, and state and federal law.						
b.	Represents the district in its dealings with other school districts, NDE, ESU, community organizations, the media, and all legal matters.						
c.	Demonstrates collaborative problem solving and decision-making.						
d.	Informs and seeks input from the board as appropriate.						
e.	Provides notice of meetings, attends, and monitors compliance with the Nebraska Open Meetings Act.						
f.	Works collaboratively with board president to develop the board agenda, and to the greatest extent possible, ensures that the board has adequate information to support purposeful and informed decision-making.						
g.	Supports board committee work as part of effective board decision-making.						
	Provide evidence to support your choices above.						

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STANDARD II: BOARD POLICY

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Works with the board to maintain effective and purposeful district policy.						
b.	Governs consistently through board policy and administrative protocol and procedures.						
c.	Ensures student discipline is implemented with integrity and consistency.						
d.	Personnel policies are clear and implemented consistently.						
e.	Monitors administrators' implementation of policy and procedures.						
	Provide evidence to support your choices above.						

STANDARD III: BUDGET PLANNING & MANAGEMENT

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Upholds fiscal responsibility and accountability.						
b.	Leads a collaborative board and administrative budget planning process to align resources with the district needs and priorities.						
c.	Updates the board with historical and current budget data to monitor revenue and expenditures.						
d.	Ensures that the district completes an annual audit and discloses findings to the finance committee and board.						
e.	Oversees current building projects (if applicable) and the maintenance and upkeep of district facilities and grounds.						

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	Provide evidence to support your choices above.	

STANDARD IV: EDUCATIONAL LEADERSHIP

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Advocates for the learning needs of all students.						
b.	Advocates for the engagement of parents/families as partners in the education of students.						
c.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
d.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
e.	Provides integrated technology curriculum and resources.						
f.	Ensures curriculum is reviewed and updated per board policy.						
g.	Assumes the key leadership role and responsibility for growth and improved student learning.						
h.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community) in the discussion of long-term plans and goals.						
i.	Effectively utilizes data to guide and monitor progress of district goals.						
	Provide evidence to support your choices above.						

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STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
b.	Provides leadership and oversight to the administrative team through regular communication, supervision, and evaluation.						
c.	Ensures that district personnel and all staff are evaluated regularly according to board policy and applicable laws.						
d.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
e.	Handles personnel matters in a forthright, objective, and professional manner.						
	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?						
	Provide evidence to support your choices above.						

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STANDARD VI: COMMUNITY RELATIONS

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Establishes a visible presence in the district and community and is accessible to both internal and external stakeholders.						
b.	Effectively communicates key public information in a timely manner.						
c.	Acts as a unifying leader within and on behalf of the district, presents a positive image, and strives to reconcile divergent viewpoints in the interest of what is best for students.						
d.	Understands and is respectful of the political, economic, and social aspects of the community.						
e.	Seeks to engage external stakeholders, build cohesive and positive relationships, while promoting involvement and support of the school district.						
	Provide evidence to support your choices above.						

STANDARD VII: PROFESSIONAL LEADERSHIP

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent *The supt. does an outstanding job at this task.*	**Good** *The supt. performs this task as required.*	**Average** *The supt. does an adequate job performing this task.*	**Fair** *The supt. does a passable job performing this task.*	**Poor** *The supt. does not perform this task well or at all.*	**Unsure** *I do not have certainty or confidence that the supt. completes this task.*
a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
b.	Addresses concerns and opinions with respect and confidence.						

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c.	Demonstrates values and an attitude that inspires others to attain a higher level of performance.						
d.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
	Provide evidence to support your choices above.						

Additional Comments (Optional):

Superintendent's Response:

Superintendent Evaluation Summary

_____ _____

(Signature of Superintendent) (Date)

_____ _____

(Signature of Board President) (Date)

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2025-2026 Bloomfield Employee Handbook

Mission Statement:

B*uilding,* ***E****xcellence,* ***E****ncouraging,* ***S****uccess.*
Honesty - Community - Relationships.

Goal:

All Students will show growth in their identified content area of need and/or maintain achievement at the 85th percentile or above.



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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 Todd Strom in writing at 311 East Benton P.O. Box 308, Bloomfield, NE 68718 or by telephone at (402) 373-4800.

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, those that affect personnel. By signing below, you agree that you have read and understood those policies, their application to you and that you have had an opportunity to discuss any questions with the administration.

PHILOSOPHY

It is the purpose of the Bloomfield Community Schools to provide the best education possible for all the students of the community. This purpose recognizes that the environment of the total school- community is all important in determining the quality of the education provided.

The establishment of a quality educational environment includes provision for the following factors: adequate financial resources, attractive and appropriate classroom and teaching facilities, a balanced curriculum, a progressive and dedicated professional staff, parental interest and guidance, and concern for the welfare and discipline of all students.

The Bloomfield Community makes every effort to serve the community in the best possible manner. This includes a total community concept, i.e. students, parents, faculty, staff, administration, school board, and other patrons.

The Bloomfield Community Schools integration and coordination of all of its resources: human, physical, and financial. The policies of the district shall be flexible, providing alternatives for human needs.

OBJECTIVES

Bloomfield Community Schools shall objectively provide a rich environment for exploratory experiences, which meet the needs of each pupil's capabilities, attitudes, and special interests and foster the growth and development of the following characteristics:

1. Respect for self, which comes through sincere respect for others.
2. Acceptance of responsibility for her/his self-evaluation, motivation, and discipline.
3. A knowledge of his/her self-capabilities and limitations for a clearer understanding of her/himself.
4. An attitude that accepts the importance of intellectual attainments because of their future.
5. An appreciation of good study habits.
6. A personal feeling of "belonging" to the school. It is each of our jobs to make all students (new and returning) feel welcomed to our school community
7. A sound emotional interaction in peer-group relations for a stable adjustment to the society of which he is a part.
8. A high sense of moral and spiritual values based on our democratic way of life. In order to implement the philosophy of

the school, the following objectives have been established:

9. To provide the best possible education for each student.
10. To provide for the needs of each individual student as directed by the community and society.
11. To employ professional personnel who will relate to the needs of the students and Community. **Each of us needs to strive to better our instructional strategies every day.**
12. To provide an educational program that meets the set standards for graduation and/or vocational training with provisions for electives to meet the special needs and interests of our students and their future learning needs.

BOARD OF EDUCATION

The members of the Board of Education of Bloomfield have been elected by the people to establish the policies under which the school is to be operated. They appoint a superintendent, principal, and teachers to carry out those policies, and they act as an evaluation committee in measuring the results of the work of the school staff. The members of your Board of Education are:

Deb Wragge	President
Hally Ziegler	Vice President
Dee Bratetic	Member
Brady Folck	Member
Casey Schmeckpeper	Member
Justin Jindra	Member
Heather Gubbels	Secretary
Barb True	Treasurer

FUNCTIONS OF THE BOARD

Three functional activities are recognized in respect to the Board of Education's administration of public education within the School District.

a. Policy-Making
   i. Planning is basic to all activities. Policy-making is that function, which determines what shall be done, establishes procedures for accomplishing the tasks, selects an executive officer and delegates to him the placing of plans and policies into operation and provides the financial means for their achievement.

b. Executive
   i. The executive is that function which is concerned with the placing into operation the plans and policies, keeping the Board of Education informed and furnishing creative leadership to the Board and to the Profession.

c. Hiring and Evaluation of the Superintendent: The school board is responsible for hiring the

Superintendent who serves as the chief executive officer of the district. The board and superintendent then collaborate to set goals and priorities for the district. The board also evaluates the Superintendent's performance annually and establishes contractual terms with the Superintendent.

PROCEDURES OF THE BOARD

1. While the Board of Education is charged by the state with the responsibility for providing educational opportunities for the children of its schools, and of directing those public school activities which the state entrusts to its care and supervision, a carefully planned pattern of authority is observed by the Board. In fulfilling its obligations, the Board acts similarly in its relationship to the school as do Boards of Directors to successful business organizations; that is, through the power of legislation, by determination of policies, and the evaluation of results. The direct administration of the school system is delegated to the Superintendent of Schools, whom the Board appoints to act as Executive Officer of the Board. The Superintendent is held individually and directly responsible to the Board for the execution of all its policies and its legislation, and for such other duties assigned to him by the Board. Individual members have status as Board members only when acting formally as members of the Board while it is in regular or special session, or when specifically entrusted by the Board to carry out definite assignments.

2. While it is true that the individual members of the Board exercise the authority and responsibility of their position only when the Board is in session, the public thinks of them as members of the Board twenty-four hours a day, and his/her own interest and desires to serve the community through his/her membership on the Board of Education continues when the Board is not in session. A single Board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss school matters intelligently, and he/she has a right to expect to have access to the information which makes it possible for him/her to be intelligent about school affairs.

3. Much of his/her information may come to him/her in casual conversation with members of the public, parents, or employees of the Board. Much more of this information will come from bulletins and publications from the office of the Superintendent and members of his staff. When a Board member is seeking information about a specific problem he/she should ask the Superintendent to prepare a report on the matter with the help of his/her staff.

4. At times a person or group of persons may confront a single Board member with a problem or a complaint, which should be handled by the Superintendent or a member of his staff. Each Board member must decide how much time can be spent at this sort of thing, and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all -- no member, nor the Board itself, will officially consider such problems or complaints until they have been submitted to the proper authority, generally the Superintendent or Principal(s), and a report made by the Superintendent to the Board in session. If satisfactory adjustment cannot be accomplished by this procedure, the Board may, if it deems it advisable, grant a hearing to the persons interested. Such a hearing will be held during a regular or special session of the Board.

5. When a member is confronted with a situation, which in his judgment justifies a departure from this procedure, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular meeting, committee of the whole or special session. It is often wise for Board members to postpone the formulation of their own opinion until they have had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.

BLOOMFIELD COMMUNITY SCHOOLS PERSONNEL

Elementary			
Name	**Position**	**Name**	**Position**
Tabitha Gilsdorf	Principal/Title I Coordinator	Brian Santiago	Physical Education
Emilee Dowling	Preschool Teacher	Delaney Mackeprang	Grade 3-6 Social Studies
Elizabeth Bedrous	Grade K-4 Special Education	Abby Folck	Grade 2
Jessica Schleusener	Kindergarten	Betsy Eckstrom	Art
Laura Hauger	Grade 3-6 Science/ Elementary Student Council	Lacey Schuettler	Grade 1
Sheila Lange	Instrumental/Vocal Music	Bridget Heimes	Title I/H.A.L.
Cassandra Suing	Grade 3-6 Language Arts/ Elementary Student Council	Brittany Smith	Grade 3-6 Math
Brittany Smith	Grade 3-6 Mathematics	Jeanette Wagner	Upper Block Interventionist
Sheila Olsen	Administrative Assistant	Katelyn Veldkamp	Paraprofessional
Tyler Smith	Technology Coordinator	Kayla Eisenhauer	Preschool Teacher
Mariah Arroyos	SPED Paraprofessional	Alyssa Burenheide	Paraprofessional
Lacey Hollander	Paraprofessional	Shaelyn Bruckner	KD Paraprofessional
Kristy Hanefeldt	Library Paraprofessional	Don Jeannoutot	Kitchen Assistant
Bill Thiele	Custodian	Chris Cortez	Kitchen Assistant
Kathy Jeannoutot	Head Cook	Jackie Loecker	School Nurse
Anita Sahagun	Kitchen Assistant	Diane Fehringer	Licensed Mental Health Counselor
April Kauth	Paraprofessional	Brianna Becker	Grades 5-8 Special Education
Jason Hefner	Paraprofessional	Marissa Bruce	Paraprofessional

Secondary			
Name	**Position**	**Name**	**Position**
Angie Guenther	School Counselor PK-12	Betsy Eckstrom	Art
Klint Conroy	7-12 Principal	Robbin Beckmann	Science
Mary Abbenhaus	Math/Business	Gary Eisenhauer	Math
Neal Dodge	Chemistry/Physics/ Activities Director	Brian Eisenhauer	Agriculture
Brooke Sazama	English	Brianna Becker	Grades 5-8 Special Education
Brooke Schmeckpeper	Family Consumer Science	Matt Kuchar	Social Studies
Diane Fehringer	Licensed Mental Health Counselor	Sheila Lange	Vocal/Instrumental Music
Reann Risor	Grades 9-12+ Special Ed/ 504 Coordinator	Melinda Makings	English/Librarian
Anna Osten	Spanish/EL Coordinator	Lacey Hollander	Paraprofessional
Barbara Fehringer	Paraprofessional	Marriah Arroyos	Paraprofessional
Angela Rosberg	Paraprofessional	Jason Hefner	Paraprofessional
Colton Gieselman	Paraprofessional	Lauren Tinklenberg	Paraprofessional
Samantha Fehringer	Business Manager	Darrel Fehringer	Head Custodian/Driver
Heather Gubbels	Administrative Assistant	Kevin Millikan	Mechanic/Transportation Director
Tyler Smith	Technology Coordinator	Myrle Gilsdorf	Driver
Roland Johnson	Custodian/Driver	Todd Strom	Superintendent

Sponsors/Coaches		**Sponsors/Coaches**	
Mr. Kuchar	Senior Class	Mr. Wilson/ Mrs. Rudloff	Girls Sr. High Basketball
Ms. Makings/Ms. Eckstrom	Junior Class	Mr. Hefner	Girls Jr. High Basketball
Ms. Osten/Mrs. Sazama	Sophomore Class	Mr. Hefner	Golf

Mrs. Abbenhaus/Mr. J. Fehringer	Freshmen Class	Mrs. Lange	Music - Vocal & Instrumental
Mr. Dodge	Activities Director	Mr. G. Eisenhauer	National Honor Society
Mrs. Risor	Unified Bowling	Ms. Eckstrom/ Mr. Giselman	Play Production
Mr. G. Eisenhauer/Mr. Kuchar	Boys Sr. High Basketball	Mrs. Risor/ Ms. Osten	Sr. & Jr. High Student Council
Mr. J. Feheringer	Boys Jr. High Basketball	Mr. B. Eisenhauer/ Mr. J. Fehringer/ Mr. Santiago/Mrs. Smith/ Mrs. Loecker	Sr. High Track
Ms. Barger/ Ms. Schmeckpeper-Pena	Cheerleading	Mr. J. Fehringer/ Mr. Santiago/ Mrs. Tinklenberg	Jr. High Track
Mr. Santiago/Mrs. Loecker	Cross Country	Mr. G. Eisenhauer /Mrs. Rudloff	Sr. High Volleyball
Ms. Schmeckpeper	FCCLA	Mrs. Tinklenberg	Jr. High Volleyball
Mr. B. Eisenhauer	FFA	Mr. J. Fehringer/ Mr. Wiebelhaus	Boys Jr. High Wrestling
Mr. Santiago	Girls Jr. High Wrestling	Mr. Kuchar/ Mr. Bruns/ Mr. Hefner/Mr. Hopkins	Sr. High Football
Mr. Wiebelhaus/ Mr. Sauser	Sr. High Wrestling	Mr. J. Fehringer	Jr. High Football
Mrs. Sazama	Yearbook		

PREMIUMS, GIFTS, & INCENTIVES OFFERED TO SCHOOL EMPLOYEES

No employee of the Bloomfield Community School District, whether certified or not certified, shall accept any gift or premium offered as an incentive or bonus for purchasing or ordering books or supplies from manufacturers, distributors, or other dealers of such books and supplies. In the event such a bonus or incentive is offered as the result of a particular order or purchase, the employee shall turn over or surrender the bonus or gift to the administration immediately upon receipt. If the premium or gift is appropriate for use in the classroom as an instructional aid, the administrator shall return it to the staff member or allocate it to the appropriate staff member for use in the classroom; as such the premium or gift shall remain the property of the school system. Employees failing to comply with this policy shall be subject to disciplinary action.

THE SUPERINTENDENT

The Superintendent is the executive officer of the Board of Education and is responsible to the Board for the execution of all school policies and for the faithful and efficient observance of these policies by the students, and the personnel of the School District. He is directly in charge of all employees,both the curricular and co-curricular programs of the schools, and all of the auxiliary services of the school; to include operation and maintenance, the transportation system, the school lunch program, and all other educational, social, and recreational agencies or activities under the supervision of the Board of Education.

DUTIES OF THE SUPERINTENDENT

1. Assists the Board in reaching sound judgments, establishing policies, and approving such matters as the law and those regulations that require the Board of Education to approve.
2. Is responsible for placing before the Board of Education all necessary and helpful facts, comparisons, investigations, information, and reports; and shall make available for personal advice, or on special or technical matters, aside from legal matters, all those persons, who in his opinion, or that of the Board, are qualified to furnish the same.
3. Prepares and submits to the Board for approval, rules, regulations, statements of policy, programs, and other matters which require approval by the Board, which he deems are needed for the proper conduct, control, and uniform management of the schools in all of their phases.
4. Communicates all instructions originating with the Board of Education to students, teachers, administrative and supervisory personnel, the non-teaching employees of the district, and the laymen of the community.
5. Attends all meetings of the Board of Education except in cases of personal illness, or when excused by the Board, or when matters pertaining to his own tenure are up for discussion.
6. Recommends the employment of all certified and non-teaching personnel, and the dismissal of all personnel to the Board of Education.
7. Assigns all certified and non-teaching personnel to their respective duties and makes such changes in the assignment of personnel as may be necessary, approved by the Board of Education.
8. Recommends all school employees for reelection or dismissal.
9. Prescribes and plans all personnel reports to the Board.
10. Is responsible for the proper preparation and preservation of all school records and reports.
11. Grants temporary leaves of absence to school personnel for illness or other reasons in conformance with the policies of the schools.
12. Employs substitutes for all personnel on leave of absence.
13. Convenes the certified and non-teaching personnel for the purpose of giving information and mutual conferences on any phase of school work.
14. Inspects the work of each school employee and advises and consults with them regarding their work.
15. Recommends for Board approval of new courses of study and adoptions of textbooks.
16. Recommends for Board approval any changes in the organization of the schools.
17. Gives special attention to the discipline and methods of instruction followed in the schools in terms of standardized procedures, both on a horizontal, as well as a vertical basis.
18. Provides for a program of orientation for laymen in the change, revision, or adoption of newer trends in education.
19. Attends professional and educational meetings and conferences as approved by the Board of Education.
20. Administers the public relations program of the schools.
21. Causes to be put into effective in-service training programs for the certified and non-teaching employees of the schools.
22. Approves (according to the Board approved budget) and signs all requisitions for the purchase of books, supplies, and/or equipment and other materials necessary to operate the school in all its categories.
23. Approves the purchase for resale to students and/or the general public all materials, commodities, supplies, equipment, etc. (both curricular and co-curricular).
24. Causes to be put into practice all necessary measures to protect the health, safety, and comfort of the school personnel.
25. Establishes necessary and reasonable pupil, teacher, and non-teaching personnel rules and regulations not covered by Board policy.

26. Establishes necessary and reasonable rules and regulations not covered by Board policy for the protection of all school property.
27. Prepares and recommends to the Board of Education on or before July 1 of each year, a budget, completely analyzed in detail, for adoption for the ensuing school year.
28. Establishes, and causes to be maintained, a complete, continuous inventory of all school-owned supplies, materials, and equipment.
29. Submits (yearly) to the Board of Education, a written report stating the progress of the work of the schools, the work of the school departments (curricular and co-curricular), the progress and results of the administration of policies adopted by the Board, and other information pertinent to the welfare of the school.
30. Causes to prepare all necessary local, county, state and federal reports in the manner prescribed.
31. Continuously appraises and evaluates all phases of the school's programs supporting these programs.
32. In the administration of his duties, the Superintendent is empowered to delegate duties to other school personnel, holding himself responsible for the performance of these duties in an efficient manner in accordance with the policies of the schools.

THE PRINCIPALS

The principals are the chief administrative and supervisory officers of their respective schools, and as such, are considered to be the professional advisors to the Superintendent of Schools. As supervisor and administrator, each Principal shall devote a fair share of their planned time to actual classroom supervision, and the remainder of their time to curriculum development, improvement in instructional practices, public relations, personnel records, other essential school business, and supervision of the co-curricular program. In recognition of the fact that the Superintendent is the executive head of the school system, and the professional advisor to the Board of Education, the Principal shall keep the Superintendent well- informed at all times as to the progress and the problems of the schools under her/his administration.

THE PRINCIPAL AND SCHOOL POLICIES

The authority of the Principal in administering the affairs of the schools extends only insofar as is defined by school policy and reasonable (Board approved) regulations of their own making in order to ensure the proper functioning of the schools under their jurisdiction. The Principal is charged with the proper observance of the policies of the schools pertaining to themselves, and the administration of these policies as they affect all personnel under his/her supervision. The Principal is further charged with the responsibility of evaluating and providing feedback to all personnel under their direction with the policies of the schools. The policies of the schools may not be altered, added to, detracted from, or substituted for in any respect without the approval of the Superintendent of Schools and the Board of Education. The policies of the schools shall be administered on a fair and impartial basis and binding on all of the personnel of the school district.

THE DUTIES & RESPONSIBILITIES OF THE PRINCIPAL

Specific duties assigned to principal shall vary from time to time according to the qualifications of personnel, the organization of, and the best interests of the schools in which they administer. In general, the duties and responsibilities of the Principals as pertaining to the building over which they have jurisdiction are as follows:

1. Recommendation of certified and non-certified personnel for employment, promotion, and/or dismissal.
2. Recommend assignment of personnel duties.
3. Evaluation of employee services.
4. Plan, direct, and supervise the curricular and co-curricular programs of the schools in which they administer.
5. Develop and administer pupil behavioral practices.

6. Plan and develop educational research, surveys, and evaluations.
7. Provide curriculum construction leadership.
8. Plan, develop, and administer effective teachers' meetings and in-service education projects.
9. Supervision of instructional practices.
10. Preparation and administration of personnel records and local, state, and federal reports.
11. Guidance and counseling service.
12. Supervision of school auxiliary services -- transportation, school lunch, and health.
13. Supervision of building and grounds.
14. Custodian of school equipment, supplies, and materials.
15. Requisitions needed textbooks, supplies, materials, and equipment and maintains a continuous inventory of such.
16. Develops and administers a continuous evaluation program of the schools in all of their facets.
17. Authorizes and signs all purchase orders from the building.
18. Approves all student, class and/or organized money-raising projects.
19. Receives the approval of the Superintendent and Board of Education for any or all changes in the curricular and co-curricular programs of the schools.
20. Supervision of students
21. Addressing student behavior problems including conferencing, detention, in school suspension, out of school suspension, etc.
22. Assist in the selection of certified staff and activity sponsors.
23. Developing Student Handbook rules and regulations.
24. Scheduling activity transportation with the transportation staff.

RESPONSIBILITIES OF THE SCHOOL COUNSELOR

The Guidance Counselor shall be responsible for the following:

1. Administering, interpreting, and reporting the total testing program in Grades K-12
2. Providing individual and/or group sessions for all students and parents in Grades K-12 with special emphasis on “at risk” students.
3. Supervises the maintenance and is responsible for cumulative record folders for all students in Grades K-12.
4. Organizing, supervising, and evaluating career nights, occupational field trips, and conferences for students in Grades K-12.
5. Informing the principals of any pertinent information regarding students in Grades K-12.
6. Conducting follow-up studies and surveys of Bloomfield High School graduates for vocational education purposes and for administrative and Board of Education information.
7. Planning time so that absolute priority will be given to the guidance aspect of the position, including responsibility for:
    a. Scholarship Information
    b. College Entrance Requirements
    c. Financial Aids and Grants
    d. Armed Services Information
    e. Vocational-Technical School Information
    f. All Aspects of Testing and Interpretation
8. Assisting students and their parents in selecting subjects and making out courses of study.
9. Assisting pupils in determining long-term education plans as early as possible and making program changes when necessary to aid the students in his school adjustment.
10. Maintaining occupational and vocational counseling materials for students and teachers.
11. Assisting students in clarifying occupational aims giving due consideration to their abilities, aptitudes, interests, personality, and economic and social environment.
12. Being responsible for the accurate recording of standardized test scores in cumulative records and GPA’s and class ranks on student transcripts.
13. Conduct teacher, parent, and pupil conferences to help solve school adjustment problems.
14. Coordinating orientation of new students to the school.
15. Constructing a K-12 master schedule with the assistance of the principal.
16. Coordinate Adult Continuing Education programs. Coordinate Distance Learning classes.

17. Acting as Lead Teacher/ in the absence of the Principal/Superintendent.
18. Student discipline in the absence of the Principal/Superintendent.

RESPONSIBILITIES OF THE INDIVIDUAL FACULTY MEMBER

1. Each faculty member is responsible for the supervision of all students **at all times** during the school day.
2. Each faculty member is directly responsible for the development of his/her instructional area into the best possible learning experience for his/her students. Included in this development would be:
    a. To coordinate his/her instructional area with the other areas in his department and the total program of the school.
    b. To develop appropriate scope and sequence that relates learning in his area to other areas and continues the learning in a logical and orderly manner.
    c. To make decisions regarding what is to be learned, how it is to be learned, and under what conditions the learning is to take place.
    d. Establish and maintain a positive learning environment in their classroom.
    e. To develop and implement researched based, innovative practices and methods into the learning process.
3. Each faculty member is to determine and administer a budget for his instructional area. He/She shall work closely with their Principal in requesting the purchase of all equipment and expenditure of all funds for his instructional area. The Administrator must give for expenditure of district funds. This includes the following:
    a. Purchase of equipment and supplies.
    b. Purchase of textbooks.
    c. Securing funds for field trips, professional travel, and special instructional activities.
4. Each faculty member shall see that students are working under the best learning conditions possible. Safety in the classroom shall be the instructor's direct responsibility.
5. Each faculty member shall be responsible for the evaluation of his/her students. He/She must determine whether the credit is to be given or withheld at the completion of a course.
6. Each faculty member is the administrator of his/her own instructional area. He/She is responsible for the direction, development, and coordination of his area. He/She shall work closely with his/her Principal in the development, coordination, and administration of his program. He/She must make definite decisions regarding the nature of his/her instructional area.
7. Each faculty member is responsible to his/her Principal to keep him/her informed regarding his/her instruction area, for requesting final approval in financial matters, for working closely with the Principal in the evaluation of himself/herself as an instructor and in the evaluation of the curriculum. Teachers are expected to show positive growth in their instructional practices. “If you’re not uncomfortable you’re not growing.”
8. Each faculty member is a member of the community taking an interest in the welfare of all its citizens.
9. Each faculty member must maintain and publicly display a constructive attitude toward the school and the community. Each member must reflect the attitudes and standards he/she desires others to possess.

PARAPROFESSIONALS

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional 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. Paraprofessionals 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. Paraprofessionals are to work only on and within their assigned workdays. If the classroom teacher desires the paraprofessionals to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

SEXUAL HARASSMENT

The Board of Education is committed to providing an educational environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. Sexual harassment involves conduct which interferes with work productivity and deprives employees of the opportunity to work, and students of the opportunity to learn and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors, and other such verbal or physical conduct. Sexual harassment is a prohibited practice and is a violation of law. Sexual harassment has been defined by the United States Equal Opportunity Commission as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when (a) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (c) the conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee or student subjected to sexual harassment should directly inform the person subjecting them to said harassment that the conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the offender, or if the communication with the offender has not been effective, the aggrieved individual should report the conduct or communication to the principal or superintendent. If the offending person is the superintendent or a member of the Board of Education, the aggrieved person should report the incident to the Board of Education.

Initiation of a complaint of sexual harassment will not be cause for change or amendment in the complainant's employment compensation, work assignments or status as an employee or student.

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: Reann Risor at (402-373-4800), (rrisor@blfdbees.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: Klint Conroy at (402-373-4800), (kfrevert@blfdbees.org) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Todd Strom at (402-373-4800), (tstrom@blfdbees.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.

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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX 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 in writing 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 Coordinator, Klint Conroy at kconroy@blfdbees.org.
3. When a complainant submits a complaint to an administrator or to the Title IX Coordinator, the administrator or Title IX coordinator shall promptly and thoroughly investigate the complaint, and shall:
    a. Determine whether the complainant has discussed the matter with the staff member involved.
        i. If the complainant has not, the administrator or Title IX coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
        ii. 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.
    i. 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.
        4. 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 coordinator received the complaint.
c. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
    i. This appeal must be in writing.
    ii. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX coordinator communicated his/her decision to the complainant.
    iii. The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
    iv. 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 the complainant's written appeal.
d. 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.
    i. This appeal must be in writing.
    ii. 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.
    iii. 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.
    iv. 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 the complainant's written appeal.
    v. There is no appeal from a decision of the board.
e. 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:
    i. Determine whether the complainant has discussed the matter with the superintendent.
    ii. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    iii. 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.
    iv. Strongly encourage the complainant to reduce his or her concerns to writing.

v. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
vi. 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 operation 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.

THE TEACHER'S RESPONSIBILITIES

The basic function of the teacher's position in the Bloomfield Community School district is: to impart to students approved skills, knowledge, appreciation, principles and fundamental attitudes, and to develop each student to his/her capacity in ways which promote a productive citizenry.

The major responsibilities of the teacher are: (1) supervision, (2) classroom management, (3) techniques of instruction, (4) pupil evaluation, (5) pupil-teacher relationships, (6) knowledge of their particular subject matter, (7) character development, (8) curriculum development, (9) school-wide policy implementation and system effectiveness, and (10) public relations.

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. Todd Strom, Klint Conroy, Darrel Fehringer, Heather Gubbels, Laura Hauger, Gary Eisenhauer, Tabitha Gilsdorf, Bryan Ruhr, Jeff Holtz, Collette Panning, Ben Lauck, Angie Guenther, Jackie Loecker, Jerry Nipp, Lu Ann Jessen, Ken Gill, Local Pastors, and Community volunteers.

REGISTRATION OF CERTIFICATES

All teachers must have their certificates registered in the office of the Superintendent at Bloomfield Community School. It is the teacher's responsibility to see their certificate is properly registered. **It is against the law to pay a teacher who does not have a valid certificate.** All support staff that achieve certification in their respective area(s) are encouraged to file a copy of their certificate with the Superintendent. Professional development is encouraged, either by an approved course of study through an institution of higher learning or by attending professional development sessions related to the teacher's discipline or educationally related. Hours for advancement on the salary schedule must be **pre-approved** for use in this area and must be accompanied by an official college transcript prior to September 1st of the current school year in order to be used for advancement on the salary schedule.

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, that is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

Negotiated Agreement
for the 2025-2026 Certified Teacher Contract Year
Between the Bloomfield Community Schools Board of Education and the Bloomfield Education Association

Negotiation Process:

- The Board recognizes the Bloomfield Education Association as the exclusive and sole collective bargaining representative for all district-certified teachers per the NE CIR Certification Order—BEA BCS 11.2013.
    - Teacher shall mean all certificated teaching personnel and other professional personnel employed by the District, excluding Administration.
- The Negotiation process between the Board of Education and the Bloomfield Education Association, per Nebraska Revised Statute 48-818.01,
    - Will begin before or on November 1 for the next contract year.
    - Either party may initiate the process.

      NOTE:
        - A minimum of four meetings must be held.
        - A contract agreement must be reached by February 8, or the negotiations will go into arbitration.

- The BEA and the BOE intend to complete this process on or before the BEA's Decision Day in December.

In the event a new agreement is not negotiated and agreed upon for the school year following the expiration date of this Agreement, this Agreement shall remain in effect until a new agreement is reached, and the new Agreement shall be retroactive to the beginning of the school year for which it applies.

Note:

Staff members that have remaining accumulated Sick Days at the end of the 2024-2025 school year will be honored as the start of their personal accumulated PTO for the 2025-2026 contract year.

Teachers who began the 2024-2025 school year with 40+ accumulated Sick Days will begin the 2025-2026 school year with a full accumulated PTO of 45 days.

		Index						
Base Salary	**Full time**	**Down**	**Across**					
40,000	1	0.04	0.045					
		BA	**BA+9**	**BA+18**	**BA+27**	**BA+36/MA**	**MA+9**	**MA+18**
	1	1	1.045	1.090	1.135	1.180	1.225	1.270
		$40,000	$41,800	$43,600	$45,400	$47,200	$49,000	$50,800
	2	1.04	1.085	1.130	1.175	1.220	1.265	1.310
		$41,600	$43,400	$45,200	$47,000	$48,800	$50,600	$52,400
	3	1.08	1.125	1.17	1.215	1.260	1.305	1.350
		$43,200	$45,000	$46,800	$48,600	$50,400	$52,200	$54,000
	4	1.12	1.165	1.21	1.255	1.300	1.345	1.390
		$44,800	$46,600	$48,400	$50,200	$52,000	$53,800	$55,600
	5	1.16	1.205	1.25	1.295	1.340	1.385	1.430
		$46,400	$48,200	$50,000	$51,800	$53,600	$55,400	$57,200
	6	1.2	1.245	1.29	1.335	1.380	1.425	1.470
		$48,000	$49,800	$51,600	$53,400	$55,200	$57,000	$58,800
	7	1.24	1.285	1.33	1.375	1.420	1.465	1.510
		$49,600	$51,400	$53,200	$55,000	$56,800	$58,600	$60,400
	8	1.28	1.325	1.37	1.415	1.460	1.505	1.550
		$51,200	$53,000	$54,800	$56,600	$58,400	$60,200	$62,000
	9		1.365	1.41	1.455	1.500	1.545	1.590
			$54,600	$56,400	$58,200	$60,000	$61,800	$63,600
	10		1.405	1.45	1.495	1.540	1.585	1.630
			$56,200	$58,000	$59,800	$61,600	$63,400	$65,200
	11			1.49	1.535	1.580	1.625	1.670
				$59,600	$61,400	$63,200	$65,000	$66,800
	12				1.575	1.620	1.665	1.710
					$63,000	$64,800	$66,600	$68,400
	13					1.660	1.705	1.750
						$66,400	$68,200	$70,000
	14					1.700	1.745	1.790
						$68,000	$69,800	$71,600
	15					1.740	1.785	1.830
						$69,600	$71,400	$73,200
	16						1.825	1.870
							$73,000	$74,800

SALARY SCALE PROVISIONS For the 2025-2026 year, the school district and the BEA have negotiated a 1-year contract affecting the components of base salary and medical insurance details. **The base salary for the 2025-2026 year is settled at $40,000.**

All college hours earned after a BA or BS degree must be graduate hours or must be included in a planned program of study leading to the advanced degree to qualify for the next horizontal step on the schedule; the teacher must notify the Superintendent of Schools not later than May 1 of their intent to earn graduate hours to receive credit on the Salary Schedule. A transcript must be filed with the Superintendent as soon as possible by September 1.

Certified personnel cannot advance on the Salary Schedule during the school year.

The **Professional Growth Policy**, as agreed upon by the Committee on March 11, 1983, is part of this Agreement. The sample verification form to apply for points is also available in the Faculty Handbook. See the Appendix attached.

HEALTH CARE BENEFITS

Educators Health Alliance (EHA) and other Health Insurance available -

- The medical plan (EHA) is Blue Cross Blue Shield (BCBS), with a $1,450 deductible. The dental plan (EHA) is a single dental coverage with dental coverage determined by the FTE of the Employee. (Option PPO-Coverage A - 100%, B - 75% & C - 50%)
- The District pays the following towards each option listed below, including Single Dental coverage). Eligibility for receiving district benefits depends on each individual's terms of employment.
    - Note: Employee pays the Dental deductible(s) as identified by the chosen plan.

Options Available	**Annual Premium** Paid by District
Employee only (single)	$9,888.84
Employee & Children	$17,970.96
Employee & Spouse	$20,347.20
Employee, Spouse & Child(ren)	$ 27,190.80

Terms and Conditions

1. The deductible for the BCBS is $1,450 for all options 1-4.
2. EHA Insurance -
    - Employees (1.0 FTE) receive 100% of the premium's cost.
    - Employees with less than 1.0 FTE but not less than½ Time (.5 FTE) receive the equivalent of their FTE.
    - Employees less than .5 FTE are not eligible to receive district-paid benefits.
3. Married couples with no children and both teach within the District can choose Option 1 or Option 3 during the open enrollment period (August 1-August 31 of the current year.)

Other Insurance is offered for Certified personnel and is available at the Employee's expense through District insurance partnerships. (Contact the District Business Office to apply.)

- Employees can purchase Vision Insurance at 100% of their own cost through a group plan from

an independent insurance company currently associated with the school.

- Section 125 Cafeteria Plan is available to all employees. It relates to medical reimbursements and child care deductions, which are withheld as pre-tax benefits.
- If you have a 403b Plan or wish to begin one, continue contributing. If you are new to our district, contact the District Business Office to increase or decrease your contribution.
- The district enrolls, at the district's expense, all certified employees in a group:
    - Long-Term Disability (LTD) insurance policy.
    - A $10,000 coverage Life Insurance policy.

TERMS OF THE CONTRACT

Teachers with full-time contracts require a maximum of 185 days of service. As required by Rule 10, 1080 hours will be with students in attendance at the high school and 1032 hours in the elementary with students in attendance. At least 10 hours of professional development shall be required annually outside the 1080 instructional hours. All certified employees are required to attend.

- Contracts shall be issued on or before March 1 and shall be returned on or before March 15.
- Requests for release from contract may be considered after June 1, in cases of an emergency.
- Any teacher seeking another position must notify the Superintendent of Schools in writing on or before May 1 if they wish to be considered for contract release by June 1 to seek other employment. Requests that meet the above criteria will be granted.

When hired, teachers shall be credited with all previous teaching experiences from accredited public and private schools and placed on the schedule according to their degree level and the number of hours past the degree in their endorsed area.

Extended contracts shall be paid based on 1/185 of the 9-month contract salary daily rate for any time over regular contract obligations. The working hours for an extended contract period shall be 7.5 hours per day. Monday through Friday or by arrangement with the administration.

Teachers under full contract with Bloomfield Community Schools may be reassigned by the administration for additional duty when they usually have "seniors only" classes after the seniors leave in the spring.

All part-time teachers shall be required to attend in-service days, workshop days, and parent-teacher conferences the same hours as full-time teachers and shall be reimbursed at a full-time rate for those days.

Upon retirement or leaving the district:

- Teachers shall be reimbursed $40.00 per day of unused accumulated PTO leave
- A minimum of 10 years in the district is required

PROFESSIONAL DEVELOPMENT AND SCHOOL DAYS

- Shall be considered a full working day, 7:45-4:00.
- Teachers shall be paid $125.00 daily for school-required workshops during non-contract days.
- Professional leave will be granted at the Superintendent's discretion.

SNOW CANCELATION OF SCHOOL DAY

- Elementary and Secondary certified staff will not be required to report for duty on a snow day. Still, it may be necessary to implement an E-day curriculum and schedule as determined by the principal.
- Snow Days, if required by the Superintendent or to meet Rule 10 Accreditation, shall be made up at the end of the school year or a scheduled school break.

Any RIF Policy changes will only take effect once new contracts are issued. All RIF changes will occur before May 15 of any school year to affect the following year.

The Grievance Procedure, updated and approved on December 17, 2018, remains part of this Agreement, with the addition that all grievances shall be entered at the level where they occurred. Forms are also available in the Faculty Handbook. See the Appendix attached.

Anytime an Administrator places information that may be considered harmful into a certified person's file, the Administrator shall notify that certified person in writing within one typical working day.

Bereavement

Absence from work will be allowed so that the employee may have FIVE (5) consecutive workdays following the death of an immediate relative without loss of pay or PTO.

- Immediate Family Member: An immediate family member is defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, and in-laws of any of the aforenamed relationships, as well as any person living within the same household with the employee.

Absence from work will be allowed so that the employee may have THREE (3) consecutive workdays following the death of an additional relative without loss of pay or PTO.

- The employee shall be granted three (3) consecutive workdays without loss of pay to attend the funeral of the employee's relative who is not an immediate family member (e.g., uncle, aunt, niece, nephew, cousin, and/or in-laws of these relationships).

Absence from work will be allowed so that the employee may have TWO (2) consecutive workdays following the death of a close friend without loss of pay or PTO.

- The employee shall be granted two (2) consecutive workdays to attend the funeral of a close friend.

NOTE: The Superintendent reserves the right to make final decisions in extraordinary hardship or need cases.

EMPLOYEE PAID TIME OFF (PTO)

Paid leaves are available under a Paid Time Off (PTO) program. PTO incorporates sick, personal, emergency, holiday, and leave into one program. PTO leave is available when the following conditions are met:

(1) The District currently employs the Employee, and

(2) The PTO leave day is taken on a day the Employee would otherwise be expected to work.

Personal PTO	12 days per contract year
Employee Accumulated PTO (unused PTO)	45 days maximum accumulated
District PTO Bank ● Personal and accumulated PTO days must be exhausted ● Prior approval is required of the district administration and/or Bloomfield Board of Education	20 days maximum per contract year per employee
Bereavement	See Above

District PTO Plan for Certified Staff:

- Each teacher will be granted twelve (12) PTO days renewed **annually** on the first contract day.
- In addition, each teacher will be allowed to accrue forty-five (45) accumulated PTO days.
- Any unused PTO days over the 45 accumulated PTO will be paid at ½ rate of substitute pay in July annually.
    - For example: A staff member has forty-five (45) accumulated PTO at the beginning of the current contract year; they will be given an additional twelve (12) days for a total of fifty-seven (57) days to start the new contract year.
        - Any used PTO days will be deducted first from the twelve (12) days granted at the beginning of the contract year before the days in the employee accumulated PTO.
        - If staff members use 4 PTO days during the contract year, they will have eight unused days over the 45 maximum employee accumulated bank. They will be paid for those 8 days at ½ substitute pay rate in July.

PTO will be granted upon:

1. Notification of absence to building principal (at the earliest possible convenience)
2. Approval by the building principal
3. Ability to find a substitute before the date of absence (except in the case of illness)

PTO may not be used during:

- First five (5) student contract days of the school year
- The last five (5) student contact days of the school year
- Days before or immediately following the winter break
- In-service/Professional Development sessions
- Parent/Teacher Conferences with written administrative approval, however, it is strongly discouraged.

** The building administrator reserves the right to make the final decision concerning PTO exceptions.*

If leave during these times is granted, the employee will be charged according to the **"Weighted Leave"** chart below:

Weighted Leave

- First/Last 5 Student Contact Days: 1 full day = 2 PTO days
- In-service: Full day in-service: 1 full day = 2 PTO days
- 2:30 dismissal in-service: ½ day (P.M. only) = 1 PTO day
- 2:30 dismissal in-service: 1 day = 1.5 PTO days
- Parent/Teacher Conferences: Scheduled Conferences 1.5 PTO days

However, the Administration can waive weighted leave if deemed appropriate (See chart above).

At the end of each contract year, any **Unused Personal PTO Days** are transferred to the **Employee's Accumulated PTO**.

1. The maximum for an Employee's Accumulated PTO accumulation is 45 days.
2. Once the maximum is accumulated, the remaining PTO days for the contract year will be paid out in July at one-half of the daily substitute rate.

Teachers serving on the School Improvement Team *for more than one year* will be granted an additional PTO day during the school year *of the annual review.*

The District will have a **District PTO Bank** where staff can withdraw up to twenty (20) days per contract year with the approval of the building administration and/or the Bloomfield Board of Education once they have depleted their personal PTO and accumulated PTO.

- The Board reserves the right to adjust or deny employee requests.
- Request Form can be found in the Appendix attached and Faculty Handbook.

Any teacher having to leave for an appointment or personal business during non-student contract hours can attend to that business without taking PTO with the notification and permission of the building principal. The teacher must confine their absence from the building to the allotted non-student contact time available for their business.

- Teachers will notify the building secretary upon leaving and arriving back.

WITHHOLDING OF PAY

Pay will be withheld:

- If an employee does not report for duty when leave (PTO, Extended Bereavement, FMLA, Military, Family Military, or any other form of leave made available by the District) is unavailable or not granted, the District may take appropriate action. The amount of pay withheld would be equivalent to 1/185th (not extra duty) salary times the number of days absent. Appropriate action includes termination of the employment relationship.

Appropriate action in either of the preceding bulleted items is at the discretion of the Administration and/or the Bloomfield Board of Education.

EVENTS: ADMISSION WITHIN THE DISTRICT, THE CONFERENCE, AND STATE:

Certified Employee Admission to Regular Season At-Home Activities - :

The district provides all employees with regular season activity passes free of charge for these activities.

District Passes are valid for the employee, spouse, and school-age children.

Note: Family members who have graduated high school or beyond are not included in this benefit.

Certified Employee Admission to Regular Season Away Conference District or State Activities -

Specific conference, district, and state events are under conference, district, or state laws or policies. The employee is responsible for these admittance fees.

Certified Employees who "work" the Admission Booth/Desk or Take Tickets for District Activities - Note: The District may assign staff to these duties as needed. The District may contract out for ticket takers.

The following Pay Scale will be used:

Activity	Description	Pay Note: Anyone scheduled activity is one(1) activity. No exceptions when Boys & Girls events are held on the same date.)
Football	Admission Booth - Ticket Taker	$20.00 per Game
Volleyball	Admission Table - Ticket Taker	$20.00 per Event for A & B Matches
Cross Country	Admission Taker - Ticket Taker	$20.00 per Event JV & Varsity
Basketball (Boys & Girls)	Admission Table - Ticket Taker	$20.00 per Event for JV & Varsity Games
Wrestling (Boys & Girls)	Admission Table - Ticket Taker	$20.00 per Event for JV & Varsity Games
Track (Boys & Girls)	Admission Taker - Ticket Taker	$20.00 per Event for JV & Varsity Games
Golf	Admission Taker - Ticket Taker	$20.00 per Event for JV & Varsity Matches
Music	Admission Table - Ticket Taker	$20.00 per Event
Drama/One-Act	Admission Table - Ticket Taker	$20.00 per Event

Separability: If any portion of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions or applications shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

General Conditions of this Agreement:

BASE SALARY: 2025-2026 - $40,000

1. HEALTH **INSURANCE:** Educators Health Alliance Plan; $1,450 deductible for the calendar year 2025-26 school year; until mutually negotiated otherwise, Option 1-4 (Employee only, Employee and child, Employee spouse, and Employee, spouse & children).
2. LIFE INSURANCE and LTD: The District will provide a group MLF $10,000 Life Insurance and LTD to each certified employee.

BEA Representatives

Cassandra Quiring
Bridget Heimes
Melinda Makings

1/10/2025 Date

Board of Education Representatives

Deborah W. Scaggs

1/13/2025 Date

Appendix Listing:

- BEA Nebraska Commission of Industrial Relations Certification Order
- Extra Duty Scale
- Professional Growth - Definition and Activity for Credit
- Staff Grievance - Definition and Procedures
- District PTO Bank Request Form

NEBRASKA COMMISSION OF INDUSTRIAL RELATIONS

BLOOMFIELD EDUCATION ASSOCIATION, an Unincorporated Association, Petitioner, v. SCHOOL DISTRICT NO. 54-0586 OF KNOX COUNTY, NEBRASKA a/k/a BLOOMFIELD PUBLIC SCHOOLS, a Political Subdivision of the State of Nebraska, Respondent.	)	Case No. 1347 Representation Docket No. 476 CERTIFICATION ORDER

NEBRASKA COMMISSION OF INDUSTRIAL RELATIONS
FILED

DEC 04 2013

CLERK

This matter comes before the Commission pursuant to the Commission's Rules, following the Report of Election heretofore entered on November 27, 2013. The Commission, being fully advised in the premises, finds that more than five business days have elapsed since the Report of Election was filed herein; that no objections to said report have been filed. The Commission finds that Bloomfield Education Association should be certified as the exclusive collective bargaining agent for the following bargaining unit.

> The positions of teachers and guidance counselors, all employees of the School District performing their duties in Bloomfield, Nebraska

IT IS THEREFORE ORDERED that Bloomfield Education Association be and hereby is certified as the exclusive collective bargaining agent for the bargaining unit described above.

Entered December 4, 2013.

NEBRASKA COMMISSION OF INDUSTRIAL RELATIONS

J. L. Spray, Commissioner

By Annette Hord

Annette Hord, Clerk

DEC 05 2013

EXTRA DUTY SCHEDULE 2025-26

If more than one personnel is assigned/allotted, each receives the % of Base/Yr.

		% of Base/Yr				
Activity	Personnel Assigned/ Allotted	1st Year	2nd Year	3rd Year	4th Year	5th Year +
Activities						
Director	1	10	10.5	11	11.5	12
		Plus 2, free Instructional Periods per day				
Cheer						
Sponsor	2	4	4.3	4.6	4.9	5.2
Dance						
Sponsor	2	2.5	2.5	2.5	2.5	2.5
High School Sports						
Head Coach						
Football	1	12	12.5	13	13.5	14
Volleyball	1	12	12.5	13	13.5	14
Cross Country Minimum of 5 CCers	1	7	7.5	8	8.5	9
Basketball	2	12	12.5	13	13.5	14
Golf Minimum of 5 Golfers	1	7	7.5	8	8.5	9
Track	1	10	10.5	11	11.5	12
Assistant Coach(es)						
Football	3	8	8.5	9	9.5	10
Volleyball	1	8	8.5	9	9.5	10
Basketball	2 (3 if there are enough players to make a C team)	8	8.5	9	9.5	10
Wrestling	1	8	8.5	9	9.5	10
e-Sports Coach	2	8	8.5	9	9.5	10
Track	4	7	7.5	8	8.5	9
Junior High Sports						
Football	1	3	3	3	3	3
Volleyball	1	3	3	3	3	3
Basketball	1	3	3	3	3	3
Wrestling	1	3	3	3	3	3
Track	1	3	3	3	3	3

Summer Programs	Based on a maximum of 90 hours - less than that will be prorated down.					
Weights	1	5	5	5	5	5
Music Elem/Jr/Sr High School						
Band	1	10	10.5	11	11.5	12
Vocal	1	6	6.5	7	7.5	8
Accompanist		Work under a Classified Agreement				
Elementary Vocal	1	1	2			
Speech						
Coach	1	7	7.5	8	8.5	9
Assistant	1	4	4.5	5	5.5	6
Drama						
Coach	1	7	7.5	8	8.5	9
Assistant	1	4	4.5	5	5.5	6
Yearbook						
	3	3.5	3.7	3.9	4.1	4.3
FCCLA						
Sponsor	1	7	7.5	8	8.5	9
FFA						
Sponsor	1	See Annual Contract				
Student Council						
Elementary	1	1	1	1	1	1
Junior High & High School	1	2.5	2.5	2.5	2.5	2.5
Title I	3	3.5	3.7	3.9	4.1	4.3
HAL						
K-12	1	1.25	1.25	1.25	1.25	1.25
Crisis Team						
Chair	1	1	1	1	1	1
Lead Teacher/ Bee Keepers						
Elementary	2	2.5	2.5	2.5	2.5	2.5
Class Sponsor						
Senior Class	2	1	1.1	1.2	1.3	1.4
Junior Class	2 (max)	1.5	1.7	1.9	2.1	2.3
Sophomore Class	2	0.005	0.005	0.005	0.005	0.005
Freshmen Class	2	0.0025	0.0025	0.0025	0.0025	0.0025
National Honor Society						

Sponsor	1	2	2	2	2	2
Video Streaming						
Videographer	$30.00 per program, performance, or event streamed on YouTube or other streaming platforms outside of regular school hours					
Teachers covering classes during their planning period may request $15/period taught.						
Teaching Dual Credit Courses: All teachers who teach dual credit courses through any college or university shall receive ½ of the monies sent to the school as payment for said course. The remaining ½ will be added to the general fund account.						
Tenured teachers can host a student teacher with principal approval once every three years. Should the college reimburse the district for student-teacher placement, that pay will go to the District's General Fund.						
The high school's SAT and 504 Team Leaders shall receive 1.5% of the base salary.						
Elementary MTSS Team members (3 max) 2%. All meetings shall be held outside of regular school hours. 1 day/quarter may be scheduled for a Data Day (6% max)						
All extra duty positions are in full and not prorated by FTE.						
Mileage or school transportation shall be provided for teachers who are shared between school districts.						

PROFESSIONAL GROWTH

Professional growth shall refer to the kinds of professional work or activities that contribute to professional growth. Every six years permanent certified 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 are approved by the school board as stated in this policy. If activities are stricken from the list or conditions made more stringent, such changes shall not be retroactive concerning work already begun. Changes in professional growth requirements will be implemented in such a way as to cause no penalty to those who are currently working on professional growth requirements.

Persons contemplating professional growth activities are requested to consult with principals or the superintendent before engaging in the activity to ascertain the feasibility of the activity.

To meet statutory professional growth requirements for a given six-year period, a permanent teacher must submit professional growth applications showing completion of acceptable professional growth activities totaling 90 points.

The following activities are acceptable for professional credit:

1. College Credit Earned in Accredited Colleges - fifteen (15) pts. Per semester hour.
   Permanent teachers must submit a transcript from the college showing that the credit has been earned.

2. Auditing College Courses - six (6) pts. Per semester hour.
   Applicants must submit a statement from the college showing the number of sessions attended and the number of sessions held. The applicant must attend 90% of the sessions to receive professional growth credit.

3. Adult Education Classes - 3 clock hours equals one (1) point.

This adult education classwork must contribute significantly to the teaching field of the applicant and must have prior approval.

4. Curriculum Workshops - 3 clock hours equals one (1) point.
   The planning and development of a curriculum guide in the applicant's teaching field.

5. General Workshops - 3 clock hours equals one (1) point.
   Workshops pertaining to general educational topics: special education, gifted education, I.R.A. meetings and conferences, Delta Kappa Gamma meetings, etc.

6. Teaching Accredited College Courses - ten (10) pts. Per semester hour.

7. Teaching Approved Adult Education Classes - 5 clock hours equals one (1) point.

8. Supervising Student Teachers - nine (9) pts.
   For each student teacher with responsibilities under a permanent teacher.

9. Professional Publications - fifteen (15) pts.
   For each piece of professional writing that is published in a professional publication.

10. Professional Work.
    NEA, NSEA, BEA, and/or any recognized professional organization. Serving as President, Secretary, Treasurer, or major committee (negotiations) of the local organization; an officer or committee of the state or national organization attending a national or regional convention or workshop. - five (5) points. - the application must include the time period the work covers, the total number of hours served, and the problems considered.

11. Educational Travel.
    The principal will evaluate sponsored tours without academic credit or independent travel for prior approval based on educational values for classroom use. Generally, tours or travel outside the United States of not less than two weeks will be granted up to a maximum of thirty (30) points. Up to twenty (20) points will be granted for travel in the United States.

12. Conferences.
    Attendance at professional conferences or conventions that relate to education will be granted one (1) point for each 3 clock hours of the session attended.

13. Classroom Visitation at Another School- 3 clock hours equals one (1) point.

14. Projects.
    Projects for professional growth will be presented to the principal in a proposal to determine objectives, time requirements, and student benefits. Up to thirty (30) points will be granted for each project.

15. Classes taken via the Internet shall count towards professional growth.
    The number of points shall be agreed upon in advance with the principal and the teacher.

Professional growth activities are intended for the benefit of the individual. The school shall not be responsible for providing time and/or money for teachers to achieve professional growth points as required by

statute, except for items 8, 12, and 13, which the district may partially or wholly subsidize. This policy is retroactive to September 1, 1982, when the statute took effect.

BLOOMFIELD COMMUNITY SCHOOLS REQUEST FOR PROFESSIONAL GROWTH CREDIT

This form must be completed for (see Professional Leave forms effective September 9, 1996) each activity for professional growth credit, except college credit, within thirty (30) days after completing the activity.

Name _____ Date_____

Activity _____

Sponsoring
Organization _____

Presenter _____

Activity
Description _____

_____

or Three Things I Learned: (Optional), _____
_____
_____
_____
_____

Number of Clock Hours _____

Approved for _____ Points

Date _____

Approved by _____

I would like to share what I learned with the rest of the staff. _____ _____
(Opt.) Yes No

This activity was not approved.

Reasons _____

_____

Date _____

Not Approved by_____

The accumulated points will be given to each staff member prior to April 15 annually by the Superintendent.

STAFF GRIEVANCES

I. DEFINITIONS

1. Grievance - Any alleged violation or dispute concerning the interpretation or application of a term or provision of this agreement.

2. Grievant - The Association or member(s) of the bargaining unit who is adversely affected by the grievance and who files a grievance.

3. Days - This shall mean calendar days except weekends and school holidays. It is understood that when school is not in session, the decision timelines are subject to reasonable extension.

II. STIPULATIONS

It is recognized that the Bloomfield Board of Education and the Bloomfield Education Association have an equal and mutual interest in the success and promptness of settling grievances. Therefore, it is agreed that the following rules will bind both parties:

1. Both parties will accomplish the procedures by the earliest reasonable time.
2. Both parties will withhold publicity until a joint release is issued by the parties, as is customary in collective bargaining negotiations.
3. No formal meetings will be set during school hours.
4. All parties agree to work for the welfare of the school system and strive to maintain good morale and courtesy among the parties.
5. Both parties agree to maintain the confidentiality of information regarding a grievance case.
6. Each party stipulates it will not advocate the violation of any law.

III. PROCEDURES

I. Level I (Informal)

The Grievant must first discuss the grievance with the principal or supervisor with direct responsibility.

II. Level II (Formal)

If the grievance remains unresolved, then the grievance may be processed as follows.

Step 1. The Grievant or the association may present the grievance in writing to the Grievant's principal, who will arrange for a meeting of the parties in interest within five (5) days. The association's representative, the Grievant, and the principal shall attend the meeting. Within five (5) days after the meeting, the principal shall provide the Grievant and the association with a written answer to the grievance.

Step 2. If the grievance is not resolved at Step 1, the Grievant of the association shall have five (5) days after receipt of the principal's answer to appeal to the Superintendent. The

Superintendent or the Superintendent's designee shall arrange for a meeting with the Grievant and the association's representatives within five (5) days of receipt of the appeal. The Superintendent or designee will have five (5) days from the meeting date to provide the Grievant and the association with a written decision.

Step 3. Suppose the grievance is not resolved at Step 2. In that case, the Grievant or the association shall have five (5) days to appeal the grievance to the Board of Education by filing the appeal in writing with the Board President and the Superintendent. The Board of Education or a Board committee shall have ten (10) days from the date the appeal is received to schedule a meeting to address the grievance. The meeting shall be held as soon as practical but not later than the next regular Board meeting (unless the appeal is received within five (5) days of the next regular Board meeting. In this event, the meeting shall be held at the following regular Board meeting) following receipt of the appeal. The Board or Board Committee will have five (5) days from the meeting date to notify, in writing, the Grievant and the association of the decision of the Board or Board Committee.

IV. PROCEDURAL RULES

1. Decisions rendered at Level II, Steps 1, 2, and 3 of the grievance procedure, will be in writing, set forth the decision and the reasons thereof, and transmitted promptly to all parties in interest.

2. If the written grievance is not filed within 30 calendar days after the educator knew, or should have known, of the fact or condition on which the grievance is based, then the grievance shall be waived. This timeline is not subject to extension except by mutual agreement.

3. A grievance or complaint may be withdrawn at any level without prejudice.

4. No reprisals of any kind shall be taken against any party to the grievance for actions taken regarding the grievance or against any other participant in the grievance procedure because of such participation.

5. The grievance documents shall be filed separately from the personnel files of the participants.

Forms for filing and presenting grievances and complaints and other necessary documents follow.

GRIEVANCE FORM A

FORMAL GRIEVANCE PRESENTATION

(To be completed by the aggrieved person).

AGGRIEVED DATE OF FORMAL

PERSON _____ PRESENTATION _____

SCHOOL _____ PRINCIPAL _____

SUBJECT AREA OR GRADE _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

_____
SIGNATURE OF AGGRIEVED

GRIEVANCE FORM B

DECISION BY SUPERINTENDENT

AGGRIEVED PERSON _____ DATE OF FORMAL GRIEVANCE PRESENTATION _____

DATE APPEAL RECEIVED BY SUPERINTENDENT _____ DATE HEARING HELD BY SUPERINTENDENT _____

DECISION OF SUPERINTENDENT AND REASONS, THEREFORE:

DATE OF DECISION _____ _____
(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE:

_____ I accept the above decision of the Superintendent.

_____ I hereby appeal to the Board of Education.

DATE OF RESPONSE _____ _____
(Signature of Aggrieved)

GRIEVANCE FORM C

REVIEW BY BOARD OF EDUCATION

AGGRIEVED PERSON _____

DATE OF FORMAL GRIEVANCE PRESENTATION _____

BOARD RESPONSE

(To be completed by the Board of Education President).

DATE APPEAL RECEIVED BY BOARD OF EDUCATION _____

DATE HEARING HELD BY BOARD OF EDUCATION _____

DECISION OF THE BOARD OF EDUCATION AND REASONS, THEREFORE:

DATE OF DECISION _____

_____
(Signature of Board President)

Bloomfield Community Schools Office of the Superintendent

District PTO Bank Request Form

Name: _____

Address: _____

_____

_____

Building: _____

Home Phone: _____

Cell Phone: _____

REQUEST

Number of Days: _____ (Maximum of 20 days)

Start Date: _____ End Date: _____

Estimated Return to Work Date: _____

I have used the entire amount of my personal PTO and accumulated PTO. I am applying to the Board of Education with a request to use District PTO Bank days.

Member Signature: _____ Date: _____

(Office Use)

Approve / Deny

Number of Days Approved: _____

_____ _____

Superintendent of Schools Date

_____ _____

Board of Education Date

ADMINISTRATIVE SUPERVISION

Supervision is an endeavor to improve the instructional practices in the interest of the teacher and his or her pupils. Teachers should expect observations, and usually visits will be followed by verbal or written communication. Teachers should feel free to ask the principal for suggestions and help. Teachers are encouraged to inform the principal about interesting and new projects, work, instructional goals etc. that are taking place in their classroom.

EVALUATION PROCEDURE

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

The Board of Education shall employ, retain, and advance only the most qualified professional personnel on the staff. The administration shall continuously evaluate the services of the professional personnel as may be determined by the Board of Education and the Superintendent of Schools. Two formal written evaluations shall be completed on all new professional and probationary personnel each school year using the school's standard evaluation form "Exhibit A". The first evaluation shall be completed by the end of the first quarter, and the second evaluation by March 1st. The administration shall complete two teacher observation records on all returning professional personnel each year by March 15th for the first 3 years of employment. An annual formal written evaluation shall be completed on all returning tenured professional personnel by May 1st unless otherwise arranged between the administration and staff member.

The Principal shall prepare evaluation or observation reports after each formal supervisory visit to a classroom. In conferring with a teacher regarding a formal supervisory visit, it is the duty of both the principal and the teacher to sign the report. In signing the report, a teacher is not admitting any weakness on his/her part as may be designated by the report of said teacher, signing merely signifies that a conference has been held regarding the previous supervisory visit on the part of the principal. Copies of the completed evaluations shall be placed in the individual personnel file in the principal's and superintendent's office after they have been properly signed by all parties. The evaluation shall be conducted in such a manner to ensure the incorporation of the educational philosophy of the Bloomfield Community Schools.

Appraisal includes both informal and formal evaluation. It encompasses the areas of classroom management and performance, professional characteristics, and school and community relations. A competent teacher in the Bloomfield Community Schools must perform the following responsibilities successfully.

1. **Lesson Planning <u>Key Duties:</u>**
    a. Demonstrates knowledge of subject matter.
    b. Objectives are linked to current standards.
    c. Objectives are developmentally appropriate and reflect a range of individual needs.
    d. Curriculum requirements are met through long range planning
    e. Uses a variety of appropriate formal and informal assessment strategies.
    f. Evaluation criteria made clear to students.

g. Meaningful feedback to students and parents.
h. Accurate/punctual record keeping
i. Unit/lesson plans are prepared in advance and address the needs of diverse learners and multiple learning styles.
j. Links new concepts to previous knowledge.
k. Plans a variety of effective teaching strategies.
l. Considers students' cultural backgrounds and interests when planning.
m. Infuses appropriate technology and media into instruction as needed.

2. **Instructional Delivery <u>Key Duties:</u>**
   a. Uses and practices APL strategies in **every** lesson.
   b. Instructional objectives are clearly written or stated to all students for each lesson.
   c. Engages students in meaningful activities related to the curriculum.
   d. Show energy and enthusiasm for teaching and subject matter.
   e. Writes and speaks clearly and correctly.
   f. Monitors and adjusts teaching strategies to meet the needs of all students
   g. A use of appropriate closure activities and directs students who finish assignments quickly into worthwhile activities to further their education.
   h. Creates a positive classroom environment, mutual respect, and a caring atmosphere.
   i. Procedures and behavior expectations are clear to all students and followed.
   j. Maintains discipline, monitors student behavior and provides redirection.
   k. Demonstrates high expectations for learning and achievement for all students.
   l. Follows team decisions and participates in all SAT, RTI, MTSS, IEP, 504 meetings in the best interest of students in their classroom.
3. **Teaching Dispositions <u>Key Duties:</u>**
   a. Participates in school activities outside the classroom.
   b. Gives freely of his or her time.
   c. Communicates with parents about the child's progress.
   d. Collaborates with students, families, colleagues, and communities to enhance student learning.
   e. Has a record of excellent attendance and punctuality.
   f. Sets an example of socially acceptable behavior for students to emulate.
   g. Follow professional dress and grooming guidelines.
   h. Uses appropriate and professional oral and written language in all school settings.
   i. Demonstrates professional and ethical conduct including code of confidentiality.
   j. Recognizes and owns problems that occur and looks for solutions rather than looking to blame.
   k. Adheres to board policies, district procedures and contractual obligations.
   l. Contributes to efforts to achieve district and building goals.
   m. Follows all state and federal statutes for student materials and information.

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.

SOLICITATION AND DISTRIBUTION OF MERCHANDISE

In the interest of maintaining a proper school environment and preventing interference with 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.

TEACHER ATTENDANCE

The school day for teachers and other certified personnel (counselors, librarians, etc.)generally begins at 7:45 AM and ends at 4 pm. or until one-half hour after the dismissal of pupils in the afternoon Monday through Thursday. Teachers may leave at 3:45 p.m. on Fridays. Duties and service to students needing additional assistance after school must be a first priority. Adjusted hours may be established by the administration for certain meetings or duties of staff as needed.

Certified personnel leaving the building during the school day for personal or school business must be approved by the building principal, inform office personnel and sign out in the office.

STAFF APPEARANCE

Staff are expected to maintain professional attire and grooming when on duty. As professionals, educators are expected to be aware of the standard or the profession and community to be maintained. As a minimal guide, staff should wear attire considered as business casual in our society.

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 the 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.

ABSENCE OF TEACHERS

Teachers, who are ill or otherwise unable to attend school, should call the principal at her/his cell phone by 6:00 a.m. after making substitute arrangements on the school forms. This is necessary in order to let others know to assist with additional duties. If a teacher is ill and is sure that he will not be able to attend the following day, it will be appreciated if the teacher will call during the day in order that there may be a better chance of retaining the same substitute for the following day. It is realized that this is not always possible because in many cases there would be some doubt as to whether the teacher could return. However, when the teacher is sure he/she cannot return, it is requested that this procedure be followed. Upon the teacher's return to school, they should be sure and complete an online "Staff Absence Report" to ensure that his/her wages will not be withheld during the time he/she was absent. Failure to complete the staff absence form in detail may result in a violation in school board policy and result in an unnecessary pay deduction. Your staff absence not only assures your wages but your substitutes wages also.

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 if applicable. 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.**

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/adult supervision. Keys to any school areas are not to be loaned to students, current or former under any circumstances.

SEARCHES and SEIZURES

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 district 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 an 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.

Students and staff are specifically notified that Classrooms, common areas, hallways, lockers, vehicles on school property, personal items (such as bags, backpacks, coats, etc.) may be searched by administration, law enforcement or dogs at any time. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

STUDENT SEARCHES BY STAFF

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/lead teacher 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.

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 unless they have been trained 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.

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 detailed directions for administering the medication. Staff members dispensing medications must have proper medication training with the school nurse. 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.

FACULTY MEETINGS

All teachers are expected to report on time to and attend all faculty meetings unless excused by the administration. Coaching/Sponsor duties are not an excuse to miss educationally related meetings. **Academics first! Activities second**. Teaching comes first! Coaching is a secondary function of the school.

CLASSROOM ENVIRONMENT

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

CHILD ABUSE

(800) 652-1999 Hotline Number

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. YOU ARE A MANDATORY REPORTER UNDER STATE STATUTE! Disciplinary action may come from the Department of Education for failure to report.

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 would 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 a 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 favor of reporting suspected abuse or neglect. When in doubt, call the abuse hotline: (800) 652-1999. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential and required by law.

OUTSIDE AGENCIES

Out-of-school agencies seeking the cooperation of the school in the distribution of literature contests, exhibits, inclusion of anything in the instructional program, essay writing, poster preparation, the sale of tickets, products, etc. shall be referred to the principal.

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.

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 6800 regarding Internet Safety and Acceptable Use. This policy applies to both personal and school- affiliated internet use. Keep posts positive and professional. The use of social media during the school day or extracurricular events is allowable only when the post is made to **positively** promote our school system or celebrate an accomplishment of a member of our school. Positive posting about your program is acceptable to promote the school.

Any negative, demeaning, or derogatory social media posts brought to the attention of the administration, posted during school/event hours are considered unprofessional conduct and are grounds for disciplinary action up to and including dismissal. Staff should refrain from responding to a parent(s) or patrons negative or defamatory postings. Inform Mr. Smith or the administration about concerns.

SCHOOL PUBLICATIONS

Since the school may be judged by the content of its publications, these devices should exemplify superior quality in editing, correct writing procedure, selection of art, formal style, etc. and be of superior caliber at all times. Sponsors of publications shall carefully screen all articles before publication.

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 the yearly newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission. Staff are encouraged to post to our live feed with current classroom news with Thrillshare. Speak with Mr. Smith for access and the App.

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.

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.

CONSTITUTION, LAWS, BY-LAWS

It shall be the responsibility of the sponsors or directors of all school organizations operating under constitution, laws, by-laws, etc. to file up-to-date copies of these with the Principal on an annual basis.

TELEPHONE/CELL PHONES

School telephones are restricted to business (school) and/or emergencies. Personal calls for the purpose of visitation are discouraged. Teachers will not be called from their duties during the time they are engaged in teaching or supervisory duties. The staff cell phone policy is the same as students. Staff cell phones are not to be used during instructional time for personal reasons. Cell phones may be used for administrative contact or emergencies. Staff should limit use to passing periods, lunch and non-instructional time. Texting and driving is against the law. Special circumstances can be cleared with the building principal.

COMMUNICATION WITH STUDENTS

Calling, texting or communicating with students on social media by staff is prohibited and in many cases a violation of law. Bloomfield Community Schools staff are required to use school email, school district owned phone or the Group Me app for all student electronic messaging. Parents/Guardians should be included on all messaging with students should include parents and also administration when appropriate.

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

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 building principal as early as possible so that they may be placed on the school calendar. All requests are to go through the office secretary to ensure that events are placed on the District 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 or online form.

LOST/DAMAGED SCHOOL PROPERTY (INCLUDING TEXTBOOKS)

Fines will be assessed for any loss or damage to school property (including textbooks). The actual replacement cost will be charged for books, which are lost, or damaged to the point of not being usable. The repair cost of minor damage will be charged to the individual(s) responsible. Note: Texts which have had the answers written in them will be considered damaged beyond repair.

ILLNESS OR ACCIDENT

Cases of illness or accident shall be reported to the building Principal or office personnel whose course of action shall be to notify parents or guardians of the pupils. Serious accidents shall be reported to the Superintendent followed up by an online accident report within 24 hours.

INCLEMENT WEATHER

In the event of inclement weather arising during the night, or during the time school is in session, or that it becomes necessary to call off school for any reason, an announcement will be carried by. An All Call/Facebook/Telephone/ or text announcement will also be made. The All Call system only works if you update your numbers. Please keep your numbers updated with Mr. Smith.

AUDIO-VISUAL AIDS

The use of audio-visual aids can do much to enrich the learning process. It is important that a teacher select appropriate aids of this nature and use them properly. Careful plans should be made prior to their use in the classroom. It is essential that:

- the teacher screens audio-visual aids before presenting them to pupils.
- the teacher should use only those which are related to the unit and subject matter being taught.
- the students are properly motivated and know why they are seeing or hearing a particular aid.
- the pupils are looking for information presented in the audio-visual aids.
- the teacher follows through the material presented in these aids and incorporates them into the unit being taught.
- the teacher evaluates the effectiveness of audio-visual aids being employed in the Classroom.

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 building administrator. Teachers are encouraged to video their instructional practices for self reflection and instructional growth.

PURCHASE ORDERS

Teachers and pupils are required to secure purchase orders in the buying of items to be charged to either the General Fund or the Activity Fund. Failure to conform to this policy renders the violator personally liable for payment of items purchased. This policy includes the ordering of anything on an inspection basis. Orders for items to be charged to the General Fund are signed by the Superintendent only. The Superintendent, Principal or Athletic Director must sign purchase orders for items chargeable to the Activity Fund. All uses of a school credit card must be accompanied with a detailed receipt and the receipt must be turned into the business manager. Failure to follow procedures could result in the employee being held liable for the charges made. Every effort should be made by the staff member to avoid being charged sales tax by following proper procedures through the business office.

BLOOMFIELD COMMUNITY AUDITORIUM

The auditorium is a building owned jointly by the City of Bloomfield and School District 54-0586. The charges made for the use of the auditorium are used to purchase chairs, tables, dishes, and other equipment needed to give the people of School District 54-0586 and the citizens of Bloomfield the best equipped auditorium we can have without the levying of taxes. To meet this goal we have established the following rates for the use of the auditorium. Local non-profit organizations located within the City of Bloomfield and School District 54-0586 boundaries: Policy #1100 Elementary Multipurpose room……$75.00 per event and High School Gym……$100.00 per event.

Youth sports teams must make a deposit of $50.00 and list all dates that they would like to use our facilities. In all cases, school scheduled events take precedence, and the school reserves the right to cancel the 3rd party facility rental at any time. No practices, games, matches, or meets shall take place when a scheduled or rescheduled school event/performance is scheduled.

The tables and chairs must be set up, taken down, and put away by the persons using the auditorium. Fees of $50.00 per hour will be assessed to put away tables and chairs. A form must be completed and submitted to the office of the Superintendent 7 days prior to the event. Any group must present financial responsibility and procure liability insurance at their own expense, a Comprehensive General Liability insurance policy naming the district as an additional insured. This policy must be written with 1,000,000 Combined Single Limit per occurrence. A certificate of Insurance evidencing coverage must be submitted prior to the applicant's use. The janitors will have the auditorium clean and ready to use and will clean it after the tables and chairs are put away. The janitors will have the kitchen clean and ready to use; however, each group should do the dishes, clean the appliances, cupboards, shelves and leave the kitchen neat and orderly.

REQUEST FOR BUSES/TRANSPORTATION

Requests for buses for school activities are to be made with the transportation director. All requests must be made one (1) week in advance of the scheduled activity; but should be made as early as possible. All staff members are responsible for returning the school vehicle as clean if not cleaner than when it was checked out. Any and all accidents regardless of severity shall be reported to the superintendent or his designee.

DRIVING SCHOOL & PERSONAL VEHICLES

Staff members who drive school vehicles must have a valid driver's license and proof of insurance and have completed the annual DMV requirements for pupil transportation. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students 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.

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.

LESSON PLANS

Lesson plans will be stored online via Planbook and published on the School's web page. Lesson plans are to be uploaded to Planbook prior to the start of the first day's classes each week. Difficulties should be reported to the principal prior to the due date.

GRADING AND REPORTING

Grades are never to be used as punishment! Each staff member is responsible to ensure their procedures reflect research-based best practice in grading. Grades should be recorded frequently enough to show a true picture of the student's performance in your subject area. At minimal, one grade entry per week. The awarding of grades is a very important responsibility of the teacher and should be based on the careful consideration of such factors as:

1. **Equitable** to all students.
2. Based on concrete evidence.
3. Objective observations.
4. Quality of daily work.
5. Ability and effort of the students.
6. Justification of grade to students and parents in terms of documented student performance through the use of rubrics or scales.
7. Standards based or related.
8. Related IEP or 504 requirements

PARENT-TEACHER CONFERENCES

At least one formal conference will be scheduled annually at both the elementary and high school in the Fall. Elementary (K-6) only conferences will be held in the Spring. All staff are required to attend all parent teacher conferences.

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. POWERSCHOOL IS NOT ENOUGH! Teachers are responsible for consistent parental communication. This may be done by letter, telephone, email, text or personal conference. Keep your documentation! Certified staff must attend parent teacher conferences, return phone calls within 24 hours, 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.

DISCIPLINE

Teachers have the responsibility of discipline in their respective classes, classrooms, study halls, and activities. All staff members are responsible for the conduct of students outside of the classroom. Whenever you see students engaging in conduct or activity contrary to the rules or well-being of the school, it is your duty to take charge of the situation immediately and you have the authority to act on the spot. Call 911 if the situation is serious enough. "WE ARE IN ALICE" is the phrasing used to alert staff members to an active shooter/intruder situation. All staff must be ready to carry out this responsibility at all times. Strategies for Successful Teaching training will be required for all teaching staff to utilize in their classroom management and daily activities with students. It will also be a part of their formal evaluation process.

Be sure that all of your work is well organized and well planned. Keep the students engaged academically at all times. Be definite in your expectations! Be reasonable and be well prepared!

If you maintain a positive atmosphere conducive to good study conditions, you will be giving your students the best possible chance at making positive academic progress in their respective classes. Never lose the "BEES" expectations for learning!

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. Request assistance from the CPI team for any student removal.

Anticipate problems. Be "on the job" at all times in your supervision of your students. Most discipline is achieved before situations arise. Be business-like at all times with students and groups. Teachers are to be in the classroom when the bell rings for the class period to begin. It is the teacher's duty to be on time. This

is good organization on the part of all of us. Students needing special counseling, because of behavior, which seems beyond the control or understanding of the teacher, should be sent directly to the Assistant Principal, or Principal or asked to report at a designated time; when possible, the teacher should accompany the student to the Principal's office. In either case, we need to know the teacher's side of the story. Teachers should write up an incident report or speak with the administration right away if you are sending a student out of your room.

Policies of classroom discipline should be as consistent as possible throughout the entire school system. We want our students to be good citizens as they go about their schoolwork and while at activities at home or away

1. Sending a student from your room should be the last resort. This is in reference to your classroom discipline. If trouble arises in the halls, send the students to the office. The punishment will be handled there.
2. Each teacher/ para/ custodian and support staff has authority over any student in their building.
3. All of the students are to address the faculty and staff with a title - Mr., Mrs., Ms., or Coach. When one faculty member is addressing another in front of the students, we should use these titles, also.
4. Teachers are expected to supervise the halls when students are present. Be visible in the hallway in order to have good classroom discipline, teachers must be in their rooms (or by their door or by the restroom) when the students are there.
5. **PROCEDURE FOR SENDING PUPILS TO THE OFFICE FOR DISCIPLINE:**
    a. Call, text or come to the Principals' office to see if he/she is available. If a retraining is required, document the incident, and e-mail the principals.
    b. When a teacher finds him/herself in a difficult situation, it would be better to send the child to the office for a time out or to cool off. Please notify the office of your intent. Teachers are responsible for discipline referrals to the office in Writing.

STUDY HALL PERIOD PROCEDURES

No student should leave your room with their cell phone during class time. Students are not to be on their cell phones without an educational purpose during this time. Students are to be working on future assignments in the study hall. After school, the 9th period is for late work.

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 or members of the threat assessment team. Staff and students must make such reports 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 **Todd Strom, Klint Conroy, Tabitha Gilsdorf, Angie Guenther, Laura Hauger, Bryan Ruhr.**

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, 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.

Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, in a school vehicle, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or

similar device;

5. Any bludgeon, sandclub, metal knuckles, or throwing star;

6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; IE. Butterfly knife etc.

7. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun; and

8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.

9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession or within reach (such as in the teacher’s vehicle), as well as in a teacher's desk, locker, briefcase, backpack, or purse.

EVACUATION DRILL INSTRUCTIONS FIRE

High School:

1. Fire drills will be held monthly.
2. The signal for the fire drill will be the fire alarm (loud ringing bell).
3. Teachers are to instruct their students in all their classes what exits to use from that particular room and what their position will be when they get outside of the building.
4. When the alarm is heard, the students are to drop their work at once. They must not stop for books, cell phones or coats.
5. Students are to walk rapidly, but not run.
6. Students are to return to the building at once when the return signal is given.
7. Teachers will follow their classes and see that the students go to the proper place. See that students do not waste time in returning to class.
8. Have your students prepare to use a different exit if necessary. Each

classroom should have an egress window.

9. Each room at the **high school** has a chart to show where the different classes will go and by what exit they will leave the building.

Elementary:

1. Students and Personnel in the Preschool, Kindergarten and First Grade, MPR Classrooms should proceed out the east doors leading to the playground and congregate on the easternmost edge of the playground hard surface.
2. The Kitchen staff will assist with the Daycare students.
3. Students and personnel from the south hallway, office, health room, faculty, main restrooms will proceed towards the double doors (Door 1) and continue up the sidewalk to the track.

   All students and personnel from the North hallway classroom rooms will proceed down the north hallway, out the North double doors and up the North sidewalk to the driveway edge of the school grounds. Use your color cards ***Red!*** I have a problem. ***Yellow!*** I have a student that needs to be accounted for. ***Green!*** All clear!

TORNADO

High School:

1. The tornado signal is a continuous announcement or siren.
2. Students and staff in the new addition will go to the girls locker room located between the music room and the agriculture classroom.
3. Students and staff on the first, second and third floors will go to room 106 on the lowest floor. The last staff person down to first floor, pulls the fire doors shut.

TORNADO

Elementary:

The tornado signal is a continuous school announcement or siren.

1. Preschool students and staff will shelter in their storage closet inside the classroom.
2. Students and staff from the kindergarten will utilize room 201 located near their room.
3. The students and adult personnel from the rest of the south hallway, multipurpose room, office area, kitchen area, faculty and health room will utilize the girls restrooms (East-side - North Hallway).
4. All students and adult personnel from the north hallway will utilize the boys restroom (West side - North Hallway).

BOMB THREAT

No electronic means may be used during a bomb threat. Be sure to power down all cell phones and computers as they can be used to trigger the device. "**Evacuate", ``Evacuate"** is the command. A verbal statement will be issued for direction for students and staff to follow in the event of a bomb threat.

INTRUDER ALERT

Principal or representative will announce “WE ARE IN ALICE”. This phrase means: lock classroom doors, turn off classroom lights, pull all shades, students will follow the teachers’ lead on how to safely defend your classroom and or exit the building by listening to the phone system in each classroom. Exit the building via window or door and get to a safe distance as quickly as possible. The track area will be our congregation area after escaping the building safely.

STATE ACTIVITIES

The following procedure will be used to cover all State meets and tournament activities in football, cross country, basketball, track, wrestling, volleyball, golf, FFA, FCCLA, music, drama and contest speech. The school will not pay any expenses (food, lodging, transportation, admission) for any non-qualifying students to attend State meets or tournaments. Non-qualifying students may attend, but they must be responsible for their expenses. EXCEPTION: Non-qualifiers may ride the team bus or van at no cost if there is room for them. Head Coaches of the above activities will be allowed to attend a State Meet or Tournament one day during which school is in session by using their one day of professional leave.

BLOOMFIELD COMMUNITY SCHOOLS – 403b PLAN

Bloomfield Public Schools has established and adopted a 403-b plan, to be available for all current and future employees, certified and non-certified, that qualify for participation in this plan. The plan was established through an approved agency dealing with 403-b rules and regulations adopted by the Board of Education as the "Official and Approved Plan" for the regulation of employee voluntary participation in such identified and approved providers as listed in the school plan. A copy of the plan is available in the main office for inspection.

SUBSTITUTE TEACHERS

1. Substitute teachers are employed by the school district.
2. They shall possess valid Nebraska teaching certificates and for the specific areas in which said teachers are employed to substitute teach.
3. The certificates of substitute teachers shall be registered with the Superintendent of the Bloomfield Community Schools.
4. Substitute teachers are subject to the policies of the schools.
5. Substitute teachers are subject to the policies of the Board of Education and are paid a per diem of $135.00 any amount of time spent substituting that is less than a full day will be compensated as follows:
    a. Up to and including 1/2 day =$67.50
    b. Over ½ a day and up to and including a full day = $135.00

A full day is equivalent to 8 hours of work time (7:45 a.m. to 4:15 p.m.). If the substitute replaces a teacher for a consecutive period exceeding 10 continuous working days, the substitute will receive 1/185th of the base pay per the negotiated agreement per day for those working days exceeding 10, day 11 plus.

JOB DESCRIPTIONS & OUTLINE OF DUTIES OF THE ATHLETIC DIRECTOR

Generally, the athletic director is responsible for the supervision and administration of the entire athletic program, its coaches and assistants, and its participants. It is his/her responsibility to ensure that the program of athletics is provided for and directed in a manner consistent with the philosophy and goals of the school and community.

It is his/her responsibility to evaluate the program and the effectiveness of its various coaches/sponsors in cooperation with the administration. He/she is to establish consistent and sound policies for the operation of the program.

Each coach is in charge of his/her particular sport and is directly responsible for the supervision of the sport. The athletic director serves to advise, guide, and recommend improvements in each area. He/she is to coordinate each area with the total athletic program.

All coaches are directly responsible to the athletic director for their program area. The Athletic director bears the ultimate responsibility for the total athletic program.

Also included in the duties of the Athletic Director:

1. Purchase, care, and inventory of equipment.
2. Preparation and administration of the athletic budget.
3. Ticket sales and finance.
4. Public relations.
5. Preparation of facilities for all activities.
6. Scheduling.
7. Game contracts.
8. Preparation of eligibility lists.
9. Securing officials.
10. Arrangements for scouting if necessary.
11. Supervision of coaching staff in cooperation with the administration
12. Administration of home athletic contests.

DUTIES OF THE HEAD COACH

1. Coordinate the program and assign duties to assistant coaches and managers.
2. Develop Practice Plans
3. Evaluate Assistant Coaches
4. Supervise all locker rooms and practice areas.
5. All publicity and public relations related to your sport.
6. Correspondence with other coaches.
7. Discipline of players and managers.
8. Locker room and field morale.

9. Care and inventory of all equipment.
10. Supervision of off-season programs.
11. Work with the athletic director and administration in scheduling, budget, purchase of equipment, hiring of officials, and any area dealing with the sport for which he/she is responsible.

ACTIVITY FUNDS

The Superintendent is the custodian of the General Activity Fund, which serves as a depository for the monetary incomes of the various activities and organizations of their respective schools. In accounting for these various funds, they shall observe the following policies.

1. He/she shall require each activity or organization for whom the General Activity Fund serves as a depository, to maintain an accurate, up-to-date record of all income, expenditures, and balances in a neat and orderly manner and to balance their records with the records so maintained by the custodian of the General Activity Fund on a monthly basis.
2. He/she shall cause the monies earned by the various activities and organizations to be deposited in the General Activity Fund.
3. He/she shall, in turn, maintain, or cause to be maintained in separate categories a complete, up-to-date record of the incomes, deposits, expenditures, and balances of all of the various accounts represented in the General Activity Fund.
4. He/she shall maintain or cause to be maintained the various accounts at all times in such a manner as to be audited readily by the Auditor employed by the Board of Education.
5. He/she shall issue receipts for each deposit and demand requisition for all withdrawals from the General Activity Fund.
6. Each requisition presented shall be accompanied by an itemized statement or invoice before a check is written in payment.
7. All requisitions shall be signed bearing the signature of both the sponsor and the secretary or treasurer of the activity organization.
8. He/she shall ascertain that each expenditure must be made exclusively for the benefit of pupils.
9. The General Fund monies (School Board) accumulating through the sale of supplies, etc., shall be properly accounted for and remain inviolate in the General Activity Fund and transferred to the General Fund at the close of each school year along with an itemized statement of the sources of income.
10. No activity or organization or individual may make a withdrawal from the General Activity Fund or contract for anything to be paid for from the General Activity Fund in excess of $50.00 without the approval of the Superintendent of Schools.
11. Transfer of consolidation of funds within the General Activity Fund may not be made without the approval of the Board of Education.
12. He/she shall pay or cause to be paid all bills contracted by any organization or activity promptly at the close of each calendar month.
13. He/she shall submit to the Board of Education, at the close of each school year, a full report to include itemized statements of income, expenditures, balances, outstanding bills, and checks outstanding.
14. The graduating class monies will be expended towards graduation expenses, i.e. flowers, caps, gowns, and post-prom party. The graduating class may designate remaining class funds after graduation expenses, towards an addition to the school and/or its program to be left in the class's name. Any monies left in the graduating class account not designated for specific school use, shall become a part of the school's General Activity Account to be used at the school's discretion in the month of December following the class' graduation.

ELEMENTARY FUNDS

1. The Business Manager shall act as custodian for all elementary co-curricular monies and in maintaining accurate records of incomes and expenditures of such. Receipts shall be issued for collection of all school monies. All staff members are personally responsible for all monies not turned into the business manager or office personnel.
2. The Elementary Principal and sponsors of all elementary co-curricular activities shall deposit monies earned in various ways with the Business Manager.
3. Withdrawal of monies from the Elementary Activity Fund shall be made in writing with the approval of the Superintendent of Schools.
4. The Elementary Principal, when collecting General Fund monies, shall deposit the same with the Business Manager.

MATERIALS SELECTION POLICY

Introduction

The media program stands at the center of the total instructional program of the school and is responsible for facilitating, implementing and supporting all facets of the curriculum. The media program is charged with providing the books, audiovisual materials, and accompanying technology to enable teachers to teach and students to learn.

In order to maximize the effectiveness of the media program short and long term goals should be established, based on a media program philosophy that is in accord with the school district philosophy. Acquisition of equipment and materials should reflect and enhance the achievement of the established goals of the program and the long and short term objectives. Major program developments should be prioritized and reviewed annually to monitor the progress of current goals and objectives.

Responsibility for Selection

The Bloomfield Board of Education is legally responsible for all matters relating to the operations of the Bloomfield schools. Each library collection is considered a segment of the total district library collection. All materials are shared; all materials are made available upon request to any school library in the district. Selection of materials involves many people: principals, teachers, and the media specialist. The responsibility for coordinating the selection of library materials and making the recommendation for purchase rests with the professionally trained library-media personnel. Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

Criteria for Selection

Materials for purchase are considered on the basis of: overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authority, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price. Requests from faculty and students are given high priority.

Procedures for Selection

In selecting materials for purchase, the librarian evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids as well as specialists from all departments and/or all grade levels. In specific areas the librarian follows these procedures:

1. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
2. Multiple copies of items much in demand are purchased as needed.
3. Worn or missing standard items are replaced periodically.
4. Out-of-date materials or those no longer useful are withdrawn from the collection.

Objectives of Selection

The Bloomfield Board of Education recognizes that it is the primary objective of the library media centers in our schools to implement, enrich, and support the educational programs of the schools. It is the duty of the library media centers to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the Board of Education reaffirms the Bill of Rights for School Library Media Programs and asserts that the responsibility of the School Library Media Center is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable students to make intelligent judgments in their daily life.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media. (Opinions expressed in library materials are not necessarily endorsed by the Bloomfield Board of Education).
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
6. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

In addition, the Board of Education recognizes that the final decision as to what materials an individual student will be exposed to rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their child to read or view the same material.

Challenged Materials

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by community members, students, or school staff.

In the event a complaint is made the following procedures will apply:

1. The complaint shall be heard by the media specialist.
2. If the matter is not resolved the complainant will be given a "Request for Review of Library Materials" form to fill out. The form will be forwarded to the Principal and the Superintendent of Schools.
3. The principal shall appoint a committee composed of the following people to review the

complaint: one administrator at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member.

4. The review committee shall: read and examine the materials referred to them; check general acceptance of the materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material.
5. The decision of the reviewing committee shall be forwarded in writing to the complainant and the superintendent.
6. If the complainant is not satisfied by the decision of the reviewing committee and desires to carry the request further, the form may then be submitted to the Board of Education.
7. No materials shall be removed from use until the committee has made a final decision.
8. Cooperation will be given to any parent wishing to restrict his or her own child from using materials objectionable to the parent. The librarian, with the parent, will try to work out a solution that will keep that family's child or children from checking out the materials the parent objects to, while still allowing free access for other children.

SCHOOL LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2,

1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

INTERNET ACCEPTABLE USE POLICY

Please refer to the last page of this document. A signed copy must be returned to Heather Gubbels prior to August 29th, 2025. All staff members will be responsible for $80.00 per instance for computer repairs not extending from mechanical failure or average usage.

TOBACCO USE PROHIBITED

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. Furthermore, in a like manner, tobacco use is prohibited on school grounds owned or leased. This regulation applies to all students, staff, patrons, and visitors. School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators and or removal from the facilities.

DRUG FREE SCHOOL AND COMMUNITY POLICY

Knox County School District No. 54-0586 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities

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

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities. As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District. As used herein, the phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

Procedures

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 4009), and further acknowledging that serious sanctions can and will be taken against an employee,

including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.

4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employees. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such lists.

5. Sanctions which may be taken against an employee for noncompliance with this policy may be any one or more of the following:

A. An oral reprimand.

B. A written reprimand.

C. Suspension with pay.

D. Suspension without pay.

E. Termination of employment.

F. Cancellation of employment.

G. Non-renewal of employment.

H. Referral to appropriate authorities for criminal prosecution.

I. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.

J. Mandatory enrollment in any training programs that are or maybe provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

7. Conviction of any employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employees. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and

federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such a program. If aftercare is recommended by such an institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such an aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.
9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

PERSONAL & PROFESSIONAL CONDUCT

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

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student Using e- mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity.

1. Electronic communications with students are to be sent simultaneously on GroupMe or a school affiliated email.
2. Engaging in social-networking friendships with a student on SnapChat, Facebook, or other social networking sites are strictly prohibited. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the

employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
4. Making any sexual advance – verbal, written, or physical – towards a student.
5. Showing sexually inappropriate materials or objects to a student.
6. Discussing sexual topics with a student that are not related to a specific curriculum.
7. Telling sexual jokes to a student.
8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
10. Being overly affectionate, touchy with a specific student.
11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
15. Inviting a student to the employee's home without prior express permission of the student's parents and school administrator.
16. Going to the student's home when the student's parent or a proper chaperone is not present.
17. Giving gifts of a personal nature to a specific student.
18. Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

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. Please reference your signed at-will employee worksheet and summary of duties for information about leave, hours, holidays, vacation, etc. as these are unique to each classified employee's contract.

Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manners. Parental permission is required for student use. Access for all staff and students is a privilege and not right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network:

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv)Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats.

Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take unauthorized technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network:

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system and do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules:

All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment with the District.

Dated this _____day of August, 2025

_____

Signature of Employee

Return to the secretary’s office prior to August 29, 2025.

Bloomfield Community Schools Addition to Employee Code of Conduct *Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Bloomfield Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Bloomfield Community School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Bloomfield Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Bloomfield Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Bloomfield Community Schools, any of its employees, or any institution providing network access to Bloomfield Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Printed Name _____

Employee's Signature _____ Date: ____ /____ / 2025

This form will be retained on file by
authorized faculty designee for the duration
of the applicable
computer/network/Internet use.
Return to the secretary's office prior to August 30, 2025