

Riverside Public School Staff Handbook



***RIVERSIDE
CHARGERS***

2018-19 Edition

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(308) 358-0640

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Spalding, NE 68665
(308) 497-2431

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MISSION STATEMENT

**TO GIVE ALL STUDENTS AN OPPORTUNITY TO LEARN
THE NECESSARY SKILLS TO BE ABLE TO ADAPT,
EVOLVE, AND GROW TO BECOME PRODUCTIVE
COMMUNITY MEMBERS IN AN EVER CHANGING
WORLD”**

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 Stephanie Kaczor in writing at Riverside Public Schools, NE 68665 or by telephone at (308) 497-2431. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

INTRODUCTION

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

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

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

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

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

Ms. Stephanie Kaczor
Superintendent

BOARD OF EDUCATION & STAFF DIRECTORY

SP-Spalding Site CR-Cedar Rapids Site

BOARD OF EDUCATION

Brian Swerczek.....	President
Karen Penne.....	Vice-President
Allison Rankin.....	Secretary
Jim Molt.....	Treasurer
Terry Glesinger.....	Member
Lisa Kennedy.....	Member
Tom McPhillips.....	Member
Danielle (Dee) Schalk.....	Member
Chris Slevin.....	Member

ADMINISTRATION

Stephanie Kaczor.....	Superintendent
Sarah Nordhues.....	PK-8 Principal
Tucker Tejkl.....	PK-5, 9-12 Principal

CERTIFIED STAFF

Nanda ArmatysCR.....	Spanish 9-12
Cecilia Baldwin SP/CR.....	K-12 Music/Band
Margaret Boyer SP.....	6-8 LA/English/Library
Carter Camp SP/CR.....	Physical Education
LaTravia Dobson CR.....	9-12 Science
Marcus Donner SP.....	6-9 Mathematics
Sarah Feik SP.....	Title I & Middle School
Zachary Haas SP.....	6-8 Social Sciences & Computers
Kendra Hahlbeck CR.....	First Grade
Lisa Hamling CR.....	9-12 Mathematics
Meridee Heikes CR.....	Kindergarten
Tiffany Holka CR.....	Business Education
Joe Imus CR/SP.....	Activities Director / PE
Andrea Jazwick CR.....	Second Grade
Sherri Kelley SP.....	Science
Tricia Martinsen SP.....	Third/Fourth Grade
Cathy McConkey CR.....	Fifth Grade
Bonnie McPhillips CR.....	Third Grade
Tammi Metz CR/SP.....	Guidance/Library-Media
Sandy Mogensen CR/SP.....	Reading Coach/Title I
Cynthia Mueller SP.....	First & Second Grades
Jayne Nelson CR.....	Fourth Grade
Lacey Peterson CR.....	9-12 Ag & Industrial Technology
Angie Pfeifer SP.....	Special Education
Candace Poss SP/CR.....	Speech Pathologist
Malisa Rager CR.....	Preschool

Julie Rankin SP.....Fifth Grade
 Ari Ray SP/CR.....Special Education
 Margaret Ray SP.....Kindergarten
 Lisa Thayer SP.....Preschool
 Erin VanDeWalle CR.....9-12 English/Speech
 Melissa Weltruski.....Technology Integration/LAN
 Bridget Wiese CR.....9-12 English/Chorus
 Will Wragge CR.....9-12 Social Sciences & Asst. AD

CLASSIFIED STAFF

Office Personnel / Classroom Aides:

Sharon Bennett CRPrincipals' Secretary
 Elizabeth Greger CR.....Para
 Tammy Iburg CR.....Para
 Barb Newquist CR.....Assistant Business Manager & Foundation Secretary/Bookkeeper
 Connie Dobson CR.....Para
 Amber Prosocki CR.....Para
 Kimberly Webb SP.....Para
 Robyn Bailey CRSpecial Education Para
 Gladys Asche SP.....Para
 Mary Bopp SPPara
 Savannah Short SP.....Special Education Para
 Nancy Hendrickson SP.....Business Manager
 Amanda Mogensen SPPara
 Sherri Molt SP.....Secretary

Nutrition (Cafeteria) Program:

Angie Langer SP.....Cafeteria Manager
 Datrece Voichoski SP.....Assistant Cook
 Deb Slevin CRCafeteria Manager
 Christina (Tina) Smith CR.....Assistant Cook
 Cyndie Cornwell CR.....Assistant Cook

Custodians/Maintenance:

Mary Auten CR.....Co. Custodian/Maint.
 Bryce Molt CR.....Co. Custodian/Maint.
 Dennis Weltruski SPLAN & Maintenance
 Lori Beeson SPCustodian

Bus Drivers:

Tom Armatys.....Route & Activity Driver
 Larry Miller.....Route & Activity Driver
 Fred Schmeits.....Route Driver
 Steve VanDeWalle.....Activity
 Driver

Class Sponsors

Senior.....	Melissa Weltruski
Junior.....	Tiffany Holka
Sophomore.....	Lisa Hamling
Freshmen.....	
8 th Grade.....	Zach Haas
7 th Grade.....	
6 th Grade.....	Sarah Feik

Activities & Fine Arts

Speech.....	Erin VanDeWalle
One-Act.....	Erin VanDeWalle & Bridget
Weise	
Class Play/Musical.....	Bridget Weise
HS Student Council.....	Will Wragge & Lisa Hamling
MS Student Council.....	Margaret Boyer
FBLA.....	Tiffany Holka
FFA.....	Lacey Peterson
Pep & Summer Band.....	Cecilia Baldwin
Cheer.....	Molly Keehn, Liz Greger
Dance.....	Molly Keehn
NHS.....	Tammi Metz
SAT Coordinators.....	Cathy McConkey & Sarah Feik
Activities Director.....	Joe Imus
Asst. Activities Director.....	Will Wragge
Strength and Conditioning.....	Will Wragge
Concessions CR.....	Cyndie Cornwell
Concessions SP.....	Angie Langer
Quiz Bowl HS.....	Tiffany Holka
Quiz Bowl MS.....	Margaret Boyer
Mentors: Meridee Heikes, Will Wragge, Erin VanDeWalle	

Athletics

Football:

Head coach-Joe Imus
Asst. Coach- Carter Camp & Will Wragge
JH FBall: Joe Imus, Zach Haas

Volleyball:

Head Coach- Meridee Heikes
Asst. Coach- Kelly Steenson
JH VBall: Melissa Weltruski

Cross Country:

Head Coach: Marcus Donner

Boys BBall:

Head Coach-Joe Imus

Asst. Coach-Scott Schmieding, Carter Camp

JH: Joe Imus

Girls BBall:

Head Coach-Will Wragge

Asst.- Tom McPhillips

JH Girls BBall: Will Wragge, Marcus Donner

Wrestling:

Head Coach- Casey Schalk

JH Wrestling- Mark Carraher & Zach Haas

Track:

Head Coach: Carter Camp

Assistant Coaches: Marcus Donner, Zach Haas

JH Boys & Girls Track: Carter Camp, Marcus Donner, Zach Haas

Boys/Girls Golf- Tyler Rolf

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

Disbursements of activity fund money to a student or to a business from any student organization account will require the sponsor of the organization to provide a copy of the bill to be paid and a signed request for the payment. Requests for payments must be made at least 1 week in advance of when they are due – payments may not be made if received in the office 1 day ahead of the due date.

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

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

Activity Tickets

All staff, spouses, and their children below 9th grade will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices. Due to the Goldenrod Conference cutting down on the number of passes given to schools, the passes will be distributed as follows – first to staff, second to school board members, and if any passes remain then staff spouses may receive a pass.

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

No announcements shall be made before any school group without authorization of the school office.

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

Bell Schedule

High School

	Begin	End
First Period	8:00 AM	8:53 AM
Second Period	8:53 AM	9:46 AM
Third Period	9:46 AM	10:39 AM
Fourth Period	10:39 AM	11:32 AM
Fifth Period	11:32 AM	12:25 PM
LUNCH	12:25 PM	12:55 PM
Sixth Period	12:55 PM	1:50 PM
Seventh Period	1:50 PM	2:43 PM
Eighth Period	2:43 PM	3:36 PM

Middle School

	Begin	End
First Period	8:00 AM	8:50 AM
Second Period	8:50 AM	9:40 AM
Third Period	9:40 AM	10:30 AM
Fourth Period	10:30 AM	11:20 AM
Fifth Period	11:20 AM	12:10 PM
LUNCH	12:10 PM	12:40 PM
Sixth Period	12:40 PM	1:30 PM
Seventh Period	1:30 PM	2:20 PM
Eighth Period	2:20 PM	3:36 PM

Bell System

The signal system consists of the class bells and the fire alarm. The bells in the halls and classrooms will sound signaling the end of the class period and the beginning of the next class period. The fire alarm indicates a fire drill or fire. Be familiar with these the first week of school.

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's

website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing below, you agree that you have read and understood those policies, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

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

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

Communication

Every staff member is assigned a mailbox in the teachers' workroom. Employees are expected to check their mailbox at least twice daily. Staff members may not send students to pick up their mail. Personal mail should not be sent to the school.

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint

procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

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

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

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

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

Computers and the Internet: Acceptable Use by Staff

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

Conflict of Interest

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

Contact Information

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

Copyright and Fair Use

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

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

following

site:

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

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

Custodians, Cooperation with

Cooperation of all staff members with the custodial staff in keeping the school property clean and safe will be appreciated. If you have suggestions concerning the way your room or area is being cleaned, please refer them to the Superintendent.

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their

disability should contact the following Section 504 Coordinator: Sarah Nordhues at 308-497-2431, sarah.nordhues@riversideps.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: Sarah Nordhues at 308-497-2431, sarah.nordhues@riversideps.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Sarah Nordhues at 308-497-2431, sarah.nordhues@riversideps.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

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

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

Dress Code

The attire worn by staff members projects an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color will not be allowed to be worn except on Friday which is considered a "dress down" day. Casual dress is acceptable.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing. Any attire which is immodest or may distract other employees or students in the learning environment.

Drug and Alcohol Testing for Bus Drivers

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations, for those required to be tested. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. Drivers shall be selected on a random process, and each driver will have an equal chance of being tested each time selections are made. Other than the random sampling of testing, the other times drivers will be tested are as follows:

- Pre-Employment Testing
- Reasonable Suspicion Testing
- Return-to-Duty Testing
- Post-Accident Testing
- Follow-up Testing

No driver shall refuse to submit to any of the above tests. An employee will be considered to refuse to submit when he/she fails to provide adequate breath or urine for testing when notified of the need to do so, or when

he/she engages in conduct that clearly obstructs the testing process. Such refusal will be treated as if the school received a positive test. A follow-up test must be done with favorable results before the driver will be allowed to resume their duties. See the school policy for additional information.

Drug Free Workplace Policy #4002

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

Duty Hours

Duty hours for certified staff are from 7:45 AM to 4:00 PM school days and as individually arranged for individual classified staff. Exceptions to this rule are that teachers may leave after students are dismissed on Friday afternoon and on days before vacation. On special occasions when it is necessary to leave early, teachers should speak to the superintendent or building principal before leaving.

Electronic Communication While Driving

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

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

Expenses

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

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

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

Family and Medical Leave (FMLA)

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

In-School Communication

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

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

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Keys

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

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.

LAN/Technology Integration Request Forms

Requests for LAN maintenance, technical assistance, and integration assistance are to be completed on our school's Technology Google Form.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms will be in duplicate, one will go to the Superintendent, and one to maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.70 per day. The lunch price includes one carton of milk. Extra cartons cost .30 cents. Staff members must deposit funds in their lunch accounts before purchasing meals.

Military Leaves of Absence

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

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

Milk Expression

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

News and Press Releases

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

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

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

Newsletters

The newsletter publicist will inform the staff of the relevant deadlines for each newsletter and staff must submit an article as they are due. Each instructor must, at a minimum, submit one article in the fall and another in the spring that explains to patrons what is taking place in their classes and report on field trips in which students participate.

Outside Employment

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

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

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

Pregnant or Parenting StudentsThe school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue

absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

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

Professional Boundaries Between Staff and Students

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

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

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

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

with the Commissioner of Education.

Professional Growth

All employees must complete a year-end form and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Public Relations

Public Relations are something that every staff member should make an effort to improve. Our staff is their own and the school's best public relations resource. For this reason, and many others, be positive when speaking of the school and whenever possible, be involved with the community in civic organizations, church or other community groups.

If you have complaints or questions about the school or school policy, bring them to the administration and let them try to solve them. Do not complain or question board members, until you have exhausted all other possible solutions. You should remember that unless the Board is in session, an individual board member cannot remedy a situation. Unless we do the things that are mentioned here, our public relations are damaged and no school needs that.

Purchasing

Purchase of supplies and equipment will be accomplished by submitting a purchase order to the Superintendent for approval or disapproval. All items purchased either locally or out-of-town must be authorized by the Superintendent. The purchasing procedure will be as follows:

1. Staff member submits completed purchase order to the Superintendent.
2. Superintendent grants or denies authorization for the requested purchase.
3. Copy of the signed purchase order will be returned to the teacher, Business Manager will keep a copy, and the original purchase order will be sent to the supplier.

Staff members are not authorized to purchase or charge items to the school from any school fund. They are personally liable for the cost of the item and the total bill if they purchase something without the prior approval of the Superintendent of Schools. This procedure is mandatory for all teachers and classified staff. In addition to the control of spending, this procedure will also allow us to answer questions that sometimes arise in regard to orders.

These forms are numbered, and if any problems arise in regard to the order, we can refer to the P.O. number. If the need for supplies arises during the school year, please visit with the Superintendent.

The Superintendent of Schools is the board-appointed purchasing agent. No unauthorized person shall make purchases, enter into contracts of any nature, or make commitments in the name or in behalf of the board or school district.

No purchases will be made without a signed purchase order, which may be attained through the superintendent's office. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

Records and Reports

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

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

Recordings of Students and Classrooms

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

Requisitions

Requisitions may be completed throughout the year as items are needed. Textbooks and/or workbooks should be requested before the end of the school year to have on hand for the start of fall classes.

School Calendar

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

School Property

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

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

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

School Vehicle Use

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

Security

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

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

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

Sexual Harassment

The school district endeavors to provide an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Employees should refer to the board's policy on sexual harassment or consult with a member of the district's administration for further information regarding the district's policy on sexual harassment.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

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

Solicitation and Distribution of Merchandise

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

Student Medication

Staff members should not dispense student medications unless they follow the following procedures:

1. No staff member (with the exception of the school secretary) should dispense non-prescription medications to students at any time.
2. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.
3. Staff members are not authorized to dispense prescription medications without an agreement with a parent or guardian to provide a

prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

4. 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.

Staff Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment 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 the Administration. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent 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 his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

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

Ticket Taking

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

Transportation Request Forms

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

Transportation of Students

The Riverside Public School will provide transportation to school sponsored activities in school-owned vehicles for the participants, in order to prevent the district from assuming the liability of students being transported to an activity in a vehicle that is not school owned or sponsored. The liability of the school for a student in a school-sponsored activity who is involved in an accident in a privately-owned vehicle could be greater for the school district than an accident involving the same student in a school-owned vehicle.

To participate in a school-sponsored activity, students are required to ride school provided transportation unless prior arrangements have been made. This rule includes band members and cheerleaders. Only in the case of an extreme emergency will the administration approve a parent or guardian request to transport their own child to an activity.

Parents may request that their child does not ride school-provided transportation home from an activity by signing the release form that the sponsor will have at the activity. Prior arrangements may be made by parents to not have their child ride school-provided transportation home from an activity by filling out a "Prior Arrangement" form available from the office or the activity sponsor.

School vehicles transporting students to activities must have an adult sponsor, preferable a faculty member, to sponsor the activity. When circumstances are present that prevents a bus from having a faculty sponsor, an adult volunteer will be sought. If a certified staff member is driving the bus, other adult sponsors are not necessary. It shall be the duty of the faculty member or adult sponsor to enforce school rules and maintain order on the bus. All infractions should be reported to the sponsor for appropriate action.

The administration is directed to transport girls and boys teams on the same bus, when feasible. A coach or activity sponsor may allow non-participating students to ride on the team bus, if space is available. If space on a team bus is not available, the district may provide transportation for these students, if there is sufficient number of student riders and a bus driver is available.

If a staff member is ticketed for speeding at more than 10 mph over the speed limit while transporting students, they will not be allowed to drive a

school-owned vehicle again with students in the vehicle until May 31st of the current school year. If the infraction occurs over the summer, suspension will carry forward to May 31st of the following school year. Suspension of driving privileges will be at the discretion of the Superintendent.

Visitors

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

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

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

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

been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on weather threat .com as well as notified with the school messenger notification service.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

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

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) a class list;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) plans for the day if the teacher's absence was anticipated.

(These plans are in addition to the teacher's regular lesson plan book.)

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

Assemblies

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

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

Assignment Notebooks

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

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

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

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

1. Withholding form W-4
2. I-9 form with valid proof of identification

3. Copy of driver's license
4. Copy of social security card
5. Retirement number
6. Authorization to withhold for insurance benefits
7. Direct Deposit information
8. Proof of car insurance

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

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

Cheating

Students are encouraged to research all available sources for information necessary for the successful completion of the assignments. Plagiarizing material is not an acceptable practice. Students caught cheating on a test will be required to re-do the assignment and will receive a grade no higher than 50% on the re-do. Students caught cheating must be sent to the principal for administrative discipline.

Check-out Forms

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

Classroom Aides

Aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. Aides may not assume any teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the aide in a supportive role. The classroom teacher may not request their aide to work additional time over the aide's regularly scheduled day – if additional help is needed to complete work, contact the superintendent.

In non-academic situations, aides can be assigned to supervise non-teaching activities such as supervision of playgrounds, bus-loading, cafeterias, and

study halls. In academic situations an aide must operate under the continuous supervision of a teacher. The teacher must be able to control and/or modify the situation. An aide should not supervise an instructional station alone, except for a brief period of time.

Classroom Management and Student Discipline

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

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

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

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

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

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

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

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

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

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

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

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

Coaching Supplies

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

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

Collection of Student Money

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

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

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment. If a student's bills become excessive or excessively late, they will not be allowed to participate in any school activity.

Community Involvement

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

Computer Lab

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

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

Disclosure of Staff Qualifications

The NESA gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The district designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has meet state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NESA.

Display of Classroom Work in the School and the Community

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

Down Slips

Down Slips and grade updates are due by 4:00 on Wednesday to determine student eligibility for extra-curricular activities.

Duplicating

Whenever possible, staff should use both sides of the paper. Certified staff should call for help if the machine does not operate correctly or has a paper jam. Certified staff should also refer to the section of this handbook, which discusses copyright and fair use.

Duties of Certified Staff

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

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

- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

E-mail

Each certified staff member will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Certified staff should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be very limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook. The sending or receiving of personal e-mail during the school day is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Eligibility Grades 6-12

A student must not have less than a 70% in one class or less than a 78% in three or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Weekly eligibility for each class is monitored on a quarter basis using the student's cumulative grade point average. Weekly ineligibility will not be carried from quarter to quarter, however, the down list will be compiled on Wednesday and ineligibility beginning the **third Monday of the new quarter** will be imposed immediately.

Grades will be turned in by 4:00 PM each Wednesday. Students and their parents will be notified through a weekly mailing (Friday) concerning their student's progress. It is required that teachers also contact parents to keep them informed, and parents should contact the teacher concerning this issue. Eligibility or ineligibility will be from Monday morning through the following Sunday.

Students who have been removed from two classes for disciplinary reasons in one week will be ineligible for a period of one week beginning the day of the second suspension, or expulsion from school will cause the student to be ineligible to participate in any school activities during the time of the student removal from school/class.

Students need an opportunity to improve their grades if they were placed on the ineligible list. For example, there must be daily work, quizzes, or exams of sufficient value during the following week. If a student grade is extremely low, and it is late in the quarter, this may be difficult, if not possible to bring the grade up to passing. It is imperative that an effort

to maintain passing grades begins from the first day of class.

Students may be allowed to practice for any extracurricular activity while they are failing two classes under the following conditions: The teacher/s has first priority in requiring the student to work before school until work is completed in a satisfactory manner, or the student's grade is deemed acceptable.

Activities affected by the eligibility rule are:

1. Athletic contests;
2. Cheerleading;
3. Speech contest and clinics;
4. Play production performances, contests, and clinics;
5. Music competition, performances (except Christmas and Spring concerts), and clinics;
6. All school dances (except Prom); and
7. Other activities deemed appropriate by the principal.

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. There are no JH practices on Saturday or Sunday.

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

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

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

Evacuations

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

1. Fire Drills

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

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

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

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

2. Tornado Drills

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

engaged immediately and seek shelter, following these regulations:

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

3. Protocol for all Evacuations

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

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

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained in your staff binder.

Faculty Meetings

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

Field Trip Request Forms

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

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis. No student may participate in field trip off school property without permission of his or her parent or guardian.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 4:00 P.M. on each Wednesday. A pupil should never be placed on "pupils failing" list.

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

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

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

Riverside Junior High School and High School grading system is as follows:

A	Superior	94% - 100%
B	Above Average	86% - 93%
C	Average	78% - 85%
D	Unsatisfactory or Below Average	70% - 77%
F	Failing (no credit)	0% - 69%
I	Incomplete	

A student who fails to complete a classroom assignment earns an incomplete grade. Any student in grades 7-11 who receives an incomplete grade will have this grade recorded on his/her permanent record until the required work is completed to the satisfaction of the teacher. An incomplete grade earned by a student in grades 7-11 which is not removed by completing the minimum classroom assignments will be calculated as a failing grade in determining grade point average.

An incomplete which has not been removed from a student's permanent record by completing the work assigned within two weeks of the end of the grading period will become a failing grade and may only be made-up by taking the entire semester of the course again. The two-week period may be extended by mutual agreement of the classroom teacher,

principal, and student.

A student receiving an incomplete grade during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors having incompletes will not be dismissed from school attendance until such time that the classroom assignments are completed to the satisfaction of the teacher.

Graduate Hours Form

Certified staff who wish to advance on the salary schedule must complete the appropriate form and receive the approval of the superintendent prior to taking the graduate class.

Guest Lecturers

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

Hall Duty

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

Homework Policy

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

Instructional Materials

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

Leaves

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Riverside Board of Education and the Riverside Education Association. **Please complete the leave request on Odie.** Certified staff members may not make arrangements for their own substitute.

For each day in excess of allowable leave, 1/184 of the annual salary shall be deducted from your paycheck, and distributed over the remaining months of the contract.

Lesson Plans

Each teacher will prepare a proper lesson plan for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by the administration. The lesson plans of all classroom teachers are subject to review by the principal and/or superintendent at any time.

Lesson plans must **identify major instructional objectives, provide state standards coalition, show page assignments, and general direction that can be followed by anyone who is to be called upon to teach the class.**

Lesson plans for the upcoming week must be submitted via email or Google Doc by 4:00 PM on Monday. Posting lesson plans on your school website is highly encouraged.

Media Center/Library

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

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

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

Multicultural Education

Multicultural education is required of all certified staff by state law and by local board policy. If you have any questions about providing multicultural

education, please visit with the superintendent and review the policy requirements.

Paraeducators

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

Parent-Teacher Communication

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

Parking

Elementary and Secondary staff have the west parking lot reserved for them. **Students are to park their cars on the east side of the school or in the south parking lot.** Staff members may not allow students to park on the west side of the building when groups leave early in the morning on a school day for field trips or athletic events. All students and staff are asked to refrain from parking in front of the school.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor.

2. The principal, superintendent, and organization sponsor will determine the number of activities and the closing hour for activities.
3. In making arrangements for activities and picnics, do not disturb the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor – not the custodial staff. Do not consider your duty fulfilled until you have supervised the cleaning up, returning of borrowed articles, etc.

Planning Time

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

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

PowerSchool

All teachers will be required to use PowerSchool for grading and attendance. Attendance will be taken as follows: Elementary – 8:00 AM, 10:00 AM, right after lunch, and 2:00 PM; and Secondary – at the beginning of each period. Attendance must be taken within the first five minutes of each period / beginning session. A “comment bank” was developed for comments on progress reports, report cards, and discipline reports. You may use the “comment bank” for enter your own free-form comment.

Private Tutoring

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

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

Pupils’ Records

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

Rights of Certified and Probationary Teachers

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

Saturday School

Saturday School has been initiated to offer a different method for struggling students who are frequently on the fail list for grades below a 70% or for those students who refuse to complete the required assignments that have been given by a teacher. It will also be used as a method to make up time when a student has been absent over the eight times allowed for each class per semester so that those students can maintain their credits, and used for those students who are not meeting the expectations of the conduct code.

Saturday School Purpose

Group A -- Attendance: Absences / Tardies (at discretion of the Principal)

Group B – Conduct (at discretion of teacher or administrator)

Group C -- Academic Concerns (Students appearing on the fail list (under 70%) for 3 out of the past 4 weeks in the same subject area will be required to attend Saturday Schools. Teachers will also have the ability to refer students to Saturday School if they have not been meeting the expectations by not completing assignments. Teachers will provide a written explanation on why the student is either on the

down list or what the student has received a referral. Teachers will meet with the student to explain what work the student needs to complete to get out of Saturday School.)

Procedure for Staff

- Previous Friday (8 days prior to Sat. School) - Teachers will need to fill out Saturday School Referrals for any student that has not met their classroom expectations for assigned work.
- Monday - Staff members will be notified of which students will be attending Saturday School so worksheets, projects, exams, and books can be organized.
- Wednesday- Staff members are required to write up a report on why the student is in Saturday School and what they need to do to improve so they can get out of Saturday School.

Procedure for Student

- Monday - Students will be notified that they will attend Saturday School, and the reason for attendance.
- Tuesday - Parents will be notified via letter through the mail that their child will need to attend Saturday School along with rules of Saturday School.
- Wednesday- Parents will receive a phone call from Principal or Counselor on why their student needs to attend Saturday School.
- Thursday - Staff members will have materials in folder and give to the Principal for review.
- Friday - Saturday School Students will receive a reminder to attend Saturday School, to bring materials & books, and the rules to follow.
- Following Monday - Saturday School Instructor completes the checklist for Saturday School and turns in student folders with completed work to the Principal.

No Zero Regulation

In most circumstances, teachers are not permitted to assign a zero for assignments in their classes. Not doing assigned work and taking a grade of 0 is NOT an option for our students. Teachers are required to work with the student and administration if necessary, to see that all students complete their schoolwork. If a student fails to turn in work, for whatever reason, he/she will be required to attend lunch or afterschool detention until work is completed. A student is not allowed to practice in a sport and is automatically referred to lunch detention and/or after school detention until work is handed in and determined as complete by the teacher. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi. If a student does not turn in the required assignment by 3:45 pm on the required day, the student will not be allowed to practice in any

extra curricular activity until that assignment has been turned in to the assigning teacher. If a student misses their transportation, they must have prior permission through a written form in order to provide their own transportation to practice. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent. No meetings will be held over lunch if the meeting takes students out of class.

Student Activities

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

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or

worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

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

Student Attendance

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

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

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

Student Attire

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

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

Student Illness

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

Student Medication

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

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

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

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

Student Planners / Passes

The Junior High students do use their planners, so a planner will be provided for the Junior High students. Elementary students will be provided with a planner.

For the purposes of a hall pass, secondary teachers should provide students with hall passes prior to sending a student from your room. Students should not be in the hallways during class time without a pass signed by the instructor. Teachers should communicate with one another when sending students from one classroom to another. If a teacher retains a student after the period ends, please write the student a pass or communicate with their next period teacher.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of

having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Certified staff that do not have more than one period of non-instructional time may be reimbursed for their lost planning period. In order to receive this reimbursement, certified staff must submit a substitute pay claim form to the superintendent's office within two school days of the date of substitute duty.

Supervision Duty

Supervision duty is the responsibility of all teaching staff. Elementary aides will supervise the playground for recesses. In the absence of an available aide, elementary staff will supervise their own students for recess. Elementary and secondary staff are expected by the administration to supervise the halls or outside of school in the mornings before school and between periods.

Teacher Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean efficiently, and so the alumni can tour classrooms and work areas. Any certified staff member who does not clean his/her work area or turn in their inventory file before departing for the summer will be written up, and will not receive their paycheck until the work is completed.

Teaching Controversial Issues

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.

- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

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

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

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

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

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

Holidays

Employees will receive paid time off for holidays as stated in their contracts.

Hours

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

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

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Leave will be determined by individual contracts.

Reporting When School is Closed

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

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Riverside Public Schools Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date