



**ELKHORN**  
PUBLIC SCHOOLS

**Staff Handbook  
for  
Substitute Teachers and  
Substitute Teacher Assistants**

Updated August 2017

## **FORWARD**

The purpose of the Substitute Handbook is to communicate selected Board of Education Policies, administrative procedures and information regarding the operation of the Elkhorn Public Schools. Elkhorn Public Schools is an equal opportunity employer. Elkhorn Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, age or disability in admission or access to, or treatment of, or employment in, programs and activities. As the District amends and updates the handbook, policies, rules and procedures, notification of the changes will be posted on the District website. It is the responsibility of all employees to remain aware of information and changes in the handbook and District policy as posted on the District website. It is the responsibility of all employees to know and abide by all policies, rules and procedures of the Elkhorn Public Schools Board of Education. Some District policies have been paraphrased or partially quoted for the purpose of this handbook. Elkhorn Public Schools policies are available online at [www.elkhornweb.org](http://www.elkhornweb.org) and should be referred to when official, complete policy statements are desired. All employees are expected to know and follow District rules and policies.

If you have any questions about District personnel policies, please call the Director of Personnel at 402-289-2579.

## **DISTRICT MISSION STATEMENT**

As a progressive, suburban school District, the Elkhorn Public Schools unites students, families, educators and community to develop responsible, lifelong learners through educational excellence.

## **FACULTY MOTTO:**

“Proud to Teach Today, For Tomorrow!”

## **DISTRICT WEB SITE**

[www.elkhornweb.org](http://www.elkhornweb.org)

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**ELKHORN PUBLIC SCHOOLS****Payroll Dates for 2017-2018**

Friday, September 15, 2017  
Friday, October 13, 2017  
Wednesday, November 15, 2017  
Friday, December 15, 2017  
Friday, January 12, 2018  
Thursday, February 15, 2018  
Thursday, March 15, 2018  
Friday, April 13, 2018  
Tuesday, May 15, 2018  
Friday, June 15, 2018  
Friday, July 13, 2018  
Wednesday, August 15, 2018

**Check Your Check**

The District's pay practices and procedures are designed to comply with the Federal Fair Labor Standards Act (FLSA). The District strives to ensure that all employees are compensated correctly based on the requirements of the FLSA. Individuals in supervisory positions are prohibited from making adjustments to employee payroll information that would result in a violation of the FLSA.

All employees should routinely examine every paycheck or direct deposit notification they receive in a timely manner to ensure that no miscalculation or unauthorized deduction has been made that results in the employee receiving less than they are due or that no overpayment has been made. If an employee feels that a miscalculation, unauthorized deduction or overpayment has been made, he/she should immediately contact the payroll office. If an employee is not satisfied with the response provided by the payroll office, the employee should contact the Executive Director of Personnel. All reports of payroll miscalculations that result in either an under or over payment will be investigated promptly.

If the District determines that a miscalculation has occurred or an unauthorized deduction has been taken, the error will be corrected either on the next paycheck, if agreed to by the employee, or by issuing an additional paycheck. The District will also take good faith measures to prevent a similar situation from occurring in the future. In case of an overpayment, the amount will be deducted from the next paycheck or if that is not feasible based on the amount of the overpayment and the anticipated amount of the next paycheck, the employee will be expected to repay the District the amount overpaid.

## **EMPLOYMENT**

### **GENERAL PERSONNEL POLICY STATEMENT**

The school District personnel policies are an essential part of the program of public education in a community. The philosophy and goals of the school District and the community are generally reflected in these policies.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the most qualified personnel for all positions, people who will devote themselves to the education and welfare of our students.

### **NOTICE OF NONDISCRIMINATION**

The District is committed to providing a work environment that is free of discrimination and unlawful harassment. In keeping with this commitment, the District will not tolerate discrimination or harassment by any employee of the District on the basis of sex, race, color, religion, national origin, age, disability, pregnancy, veteran status, or any other category protected by law.

It is the intent of the Elkhorn Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Elkhorn Public Schools. These procedures can be obtained by the Superintendent.

Inquiries concerning the application of the Elkhorn Public Schools' policy of nondiscrimination should be directed to the Superintendent, 20650 Glenn Street, Elkhorn, NE 68022, 402-289-2579.

### **PERSONAL DATA CHANGES -- (Address/Name/Phone/Family Status)**

Employees should notify the Personnel Office (402-289-2579) immediately of any change of address, name, phone number or family status. In the event of a name change, a copy of the new social security card must be provided.

### **ABSENCE MANAGEMENT**

Absence Management is a fully automated absence management system. The system can be accessed by telephone at 1-800-942-3767 or online at [signin.frontlineeducation.com](http://signin.frontlineeducation.com). It uses a variety of methods to fill employee absences with a substitute. The system is available 24 hours a day, seven days a week to review substitute jobs.

In the event that Elkhorn cancels a sub job or closes due to inclement weather, substitutes are not to report to work and will not be paid.

Placement on the District's sub list is not a guarantee that substitutes will be called to work.

### **PROFESSIONAL DEVELOPMENT**

SafeSchools modules are required annually for substitute teachers hired by Elkhorn Public Schools. All of the modules must be completed before you begin subbing each school year. Information and

deadlines will be communicated prior to the start of each school year. If the SafeSchools modules are not completed by the communicated deadline, you may be removed from the sub list.

### SUBSTITUTE EXPECTATIONS

When a substitute arrives to school, they should report to the office and sign in. The principal or another designated staff member will explain the assignment and any special duties the substitute is expected to perform. At this time, questions about the assignment can be discussed.

Unless otherwise directed by the principal, the substitute should perform all the work of the employee who is absent, including playground duty, hall and lunch duties and other similar school related tasks. Assignments and plans of the regular teacher should be followed by the substitute teacher. At the end of the assignment, the substitute will receive an email link through Absence Management to complete an evaluation form. When completing this form, the substitute should include comments on the work, progress made by the class, and any other information of value.

All staff members including substitutes are expected to maintain the highest professional standards, to fulfill all responsibilities assigned to them, and to follow procedures and regulations developed by the administration in accordance with policies established by the Board of Education (Policy 405).

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards. The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of the standards listed Administrative Rules and Procedures of Policy 405 (see APPENDIX D) which are held to be generally accepted minimal standards for employees.

All staff members are expected to maintain a standard of dress, personal appearance, general decorum, moral standards, and behavior that reflects their professional status in the community.

### **THE NEXT THREE SECTIONS APPLY TO SUBSTITUTE TEACHERS ONLY**

#### SUBSTITUTE TEACHERS

The Board of Education recognizes the need for qualified substitute teachers. All substitute teachers shall possess a current Nebraska teaching certificate that is registered with the Superintendent. The rate of pay for substitute teachers shall be established yearly by the Board of Education, prior to the opening of the school year. Substitute teachers shall not be eligible for tenure status. (Policy 411.02).

#### SUBSTITUTE TEACHER PAY PROVISIONS

For the 2017-2018 school year, substitute teachers are paid \$140 per day. After 10 consecutive days in a long-term position (same position), the District pays \$150 per

day. Substitute teachers are encouraged to keep a log of their jobs if ever needed for payroll verification. No additional pay or benefits are stated or implied.

A typical work day is from 7:45 a.m. – 3:30 p.m. A half-day is calculated as three and one half hours per day with pay commensurate with half the daily rate of pay. A half-day substitute in the morning reports until 11:30 a.m. and a half-day substitute in the afternoon reports at 11:30 a.m.

In accordance with the federal and state statutes and rule of the Board of Education, deductions are made from the substitute teachers pay for social security, income tax, tax liens or court ordered garnishments. No deductions are made for pensions. Temporary substitute teachers are not classified as regular teachers and thus have no pension or tenure rights.

Substitute teachers are limited to working 119 days per school year. Substitute teachers are required to commit to a minimum of (4) days.

Substitute teachers who have taken voluntary separation from the Elkhorn Public Schools in the last three years (if under 59 and one half years of age) are employees of ESU #3 and are subject to the policies and regulations of both ESU #3 and Elkhorn Public Schools.

### CERTIFICATION

Each substitute teacher will hold a valid Nebraska Teaching Certificate. Efforts will be made to assign persons to work in their endorsed areas. Teachers are responsible for having their certificate registered by the Elkhorn Public Schools Superintendent. (Policy 406.01) Questions regarding certification should be directed to the NDE Teacher Certification Office, 402-471-2295, [www.education.ne.gov](http://www.education.ne.gov).

Upon expiration of a teaching certificate, it is the substitute teacher's responsibility to make application for renewal. Questions about certificate renewal should be directed to the Nebraska Department of Education Teacher Certification Office (402) 471-2295, (402) 471-3323, or by e-mail [www.education.ne.gov](http://www.education.ne.gov) "teacher certification". Renewal forms are to be completed online from the Certification Office.

If a substitute teacher's name changes, it is the teacher's responsibility to have the name changed on the certificate and to file a registered copy of the changed certificate with the Personnel Office.



## **PERSONNEL POLICIES**

### **BULLYING**

Acts of bullying will not be tolerated. Bullying is defined as any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student and that is disruptive of the educational process. All staff members are to be alert for incidences of bullying and are to intervene and bring about appropriate disciplinary actions immediately upon encountering acts of bullying. (Policy 504.02 and 504.03)

### **HANDLING THREATS (VERBAL AND WRITTEN)**

All threats, including those alleged to be jokes, will be taken seriously and are subject to investigation and disciplinary action. Investigation procedures for threats will be determined by the principal or designee, will take into account the age of the student and may include the following: documentation of the threat (specifics), questioning of student(s) involved, locker search and other searches, involvement of the School Resource Officer and/or other appropriate law enforcement authorities, notification of the parent or guardians (including those of the student making the threat and those of the students(s) being threatened), and determination of the sanction which may include but is not limited to parent conferences, rearrangement of schedule, detention, restriction of extracurricular activity, suspension, mandatory reassignment or expulsion. (Policy 504.02)

### **EMERGENCIES AND STUDENT SAFETY**

All employees of the school system are responsible for doing everything in their power to promote the safety of all students at all times. Emergency plans and procedures for students and employees will be developed for foreseeable emergencies. (See Crisis Response Team above and Emergency Response Manual in each principal's office).

Written plans for each building will be on file in the respective principal's office and a master plan for each building will be on file in the Superintendent's office. All staff is expected to be up-to-date on their building's emergency plans.

Individual accident reports must be completed if a student is injured on school grounds or at a school sponsored event. (Appendix C).

### **DRUGS AND ALCOHOL USE**

Elkhorn Public Schools prohibits the unlawful possession, use or distribution of alcohol; the possession, use or distribution of illegal drugs; or the misuse of prescription drugs by employees while the employees are on school property or at a school District-sponsored student event, or at any activity that the employee is representing the District. Students may or may not be present. Any violation of this standard of conduct will subject an employee to disciplinary sanctions including termination of employment. (Policy and Rules 404.06).

The District has also established standards of conduct for students that clearly prohibit the unlawful possession, use or distribution of illicit drugs, alcohol, or tobacco on school premises or property or as a part of any activities of any school in the Elkhorn Public Schools. Compliance with these

standards is mandatory and sanctions up to and including expulsion and referral for prosecution will be imposed if the standards of conduct are violated. (Policy and Rules 504.02).

### SMOKE/NICOTINE FREE BUILDINGS

All District-owned school buildings, facilities, surrounding grounds and vehicles will be designated as smoke free. The use of any form of tobacco or nicotine or vapor products such as e-cigarettes will be prohibited. Additionally, no employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school District facilities, premises and vehicles. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity such as field trips or athletic events. Employee violations of this policy could lead to disciplinary action (such as the disciplinary sanctions listed in the Administrative Rules and Procedures to Implement Policy 404.06).

### CHILD ABUSE PROCEDURE AND REPORTING

The policy of Elkhorn Public Schools is that all school personnel are required by law to report any suspected case of child abuse, neglect or cruelty to the appropriate law enforcement agencies. "Abuse" is defined by Nebraska law as "knowingly, intentionally, or negligently causing or permitting a minor child to be: a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter or care; (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; or (e) sexually abused." School personnel who have reasonable cause to believe that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which might result in abuse or neglect should immediately contact the building principal. The procedures and Suspected Child Abuse/Neglect Report Form is detailed in APPENDIX A. (Policy 403.02)

### STUDENT DISCIPLINE

The disciplinary measures utilized by District personnel shall be those that are essential and reasonable in view of the circumstances in order to enforce school rules and regulations and further the educational process. In all instances every student shall be treated with respect and dignity.

If disciplinary measures are required, the measure shall be reasonable with due regard given for the offense and the age of the student. Corporal punishment is prohibited. Physical force may be used only after other methods of control have failed and as is reasonably necessary to maintain order, or to protect the health or safety of other persons, school property or for the purposes of self-defense. (Policy 504.02)

Student conduct expectations are detailed in the parent-student handbooks. All teachers are required to be familiar with these expectations, which are reviewed and adopted by the Board annually.

### WEAPONS

Weapons are not permitted on school grounds or at school activities. Any student knowingly or intentionally in possession, use or transmission of a firearm or other dangerous weapon or look-alike

weapon shall be expelled for one year or for a lesser time as may be determined by the Superintendent or designee in accordance with federal law.

### SEARCH AND SEIZURE

Access to students' lockers is a legal right of designated school officials. That right shall be exercised only when in the judgment of those officials the welfare of students and other personnel appears to be threatened. Any illegal or dangerous objects or substances discovered as a result of an inspection or search may be seized and retained by the District when the health, welfare and safety of the students may otherwise be threatened. As part of the District's effort to keep the high school and middle school safe and free from illegal drugs, the high school and/or middle school principal may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot. (Policy/Procedures 504.06)

### ADMINISTRATION OF MEDICATION

School personnel providing medication who are not licensed health care professionals shall receive training in the minimum competencies (as defined in state law) for provision of medication to students by a licensed health care professional (e.g. VNA Nurse); documentation verifying such training of each school employee providing medication to students shall be placed on file in the office of the Superintendent of Schools. (Policy 507.04).

### USE OF DISTRICT COMPUTER SYSTEM

The District provides staff members with access to a computer system, which includes computers, data communications equipment, peripheral hardware, networks, internet access and software. The purposes of this system for staff members are to improve the delivery of the District's curriculum, enhance intra-District communication, and assist in professional development. The use of the District computer system is a privilege and there are specific rules and procedures regulating the appropriate use of the District's computer system. District staff members should be aware of these rules and procedures. See APPENDIX B. Inappropriate use of the District's computer system and violation of these rules and regulations may result in denial of access to the computer system or other disciplinary action up to and including termination of employment.

### BLOGGING AND SOCIAL NETWORKING

The administration recognizes that social networking (such as personal web sites, blogs, Facebook, Twitter, online group discussions, text messaging, message boards, chat rooms, etc.) may be used by employees for personal as well as school purposes. The District also understands how the use of internet social network sites and blogs can shape the way the public views our District and employees. The District administration respects the right of all employees to maintain a personal blog or post a comment on social networking sites. However, the District is also committed to ensuring that the use of such communications serves the needs of our District by maintaining our identity, integrity, and reputation in a manner consistent with our values and policies. All staff should be aware that personal comments and pictures can be easily transmitted publically once posted through social media. To this end, employees shall use common sense and good judgment when presenting themselves through social media sites to ensure that their personal and professional status is maintained in a positive and productive manner consistent with professional expectations.

Any personal social networking during contract time is not permissible. Staff members must receive written permission from the Superintendent or designee before using social media for school purposes. Equity of access to information or content must be addressed before approval will be granted. Professional and Personal Responsibility as related to technology and social media is addressed in Policy 402.13 and the Administrative Rules and Procedures to implement Policy 402.13. The aforementioned policy and rules include the following:

When using non-District web sites and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:

1. The District's Code of Ethics and the State Standards of Professional Practice are applicable (See Policy 405).
2. District staff are responsible for all matters, which they post or publish. Personal social networking during contract time is prohibited.
3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.

When using District technology, web and/or social media sites, staff may not engage in the following:

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
2. Activities that do not reflect the standards of honesty, respect and consideration expected of District staff members or that interfere with the District's core mission. District staff are responsible for their online behavior and will be held accountable for the content of their communications on social media.
3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District e-mail, responding to complaints or questions about District business on internet discussion groups, etc.).
4. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information in violation of District policy, proprietary agreements or other contractual terms. Using District-owned data or work product for personal gain.
5. Inappropriately sharing confidential information related to District business, including but not limited to, personnel actions, internal investigations, research material, or student information.
6. Any activity in violation of local, state, or federal law as it relates to the staff member's employment with the District, including, but not limited to, defamatory remarks; destruction of District data or equipment; or accessing or sharing information in violation of any activity that would cause the District to not be in compliance with state or federal law.
7. Any activity in violation of District policies and rules.

## HARASSMENT

The District is committed to an environment that is free from discrimination and unlawful harassment.

Harassment Defined: Harassment consists of unwelcome conduct, whether verbal, written or physical, that is based upon a person's protective status, such as sex, race, color, religion, national origin, age disability or any other category protected by law. The District will not tolerate discriminatory or harassing conduct that affects tangible job benefits, unreasonably interferes with work effectiveness or educational progress, or creates an intimidating, hostile or offensive environment.

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature explicit or implied when (1) submission to such conduct is made either a term or condition of an individual's employment or if a student, progress in school, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, jokes, obscene language or gestures, displays of obscene material and physical conduct.

#### Complaint Procedure

All employees of the District are responsible for reporting incidents of discrimination or unlawful harassment.

1. If an individual believes that they have experienced or witnessed such conduct within the District, he or she should immediately report the matter to the Principal or the Executive Director of Personnel. All reports will be handled in a timely and confidential manner.
2. Upon receiving a complaint of discrimination or unlawful harassment, a prompt, thorough and impartial investigation will be conducted. To the greatest extent practicable, the District will keep the complaint and the terms of resolution confidential.
3. Upon conclusion of the investigation, the District will take prompt and effective remedial action if it determines that discrimination or unlawful harassment has occurred. Any employee found to have engaged in discrimination or unlawful harassment will be subject to appropriate disciplinary action, up to and including immediate discharge.

Employees who in good faith report discrimination or unlawful harassment or participate in the investigation will not be subject to retaliation or reprisals as a result of reporting the matter or providing testimony. It is the policy of the District to encourage discussion of the matter and to help protect others from being subjected to similar inappropriate behavior.  
(Policy 404.05)

#### Disciplinary Action

Any employee found to have engaged in discrimination or unlawful harassment will be subject to appropriate disciplinary action, up to and including immediate discharge, or suspension and/or expulsion if the offender is a student.

#### POLITICAL ACTIVITIES

All employees have the right to participate in political activities, the right to be an active member of a political party of their choice, the right to campaign for candidates for public office, the right to accept appointive office or campaign for and be elected to public office, and the right to hold office in political parties. The use of students for writing or addressing political materials, or the distribution

thereof is specifically prohibited. School employees shall not engage in political activity or perform political responsibilities while engaged in District responsibilities. Employees engaged in political activities such as seeking or holding office will not use school equipment, facilities or materials at any time for their campaign. Employees seeking or holding public office will refrain from seeking advice or assistance on the campaign from other employees during working hours. (Policy 402.11)

### SURVEYS

Student participation in surveys shall occur in the District from time to time when determined appropriate by District staff for educational purposes. In all cases written parental permission slips for each student will be required prior to participation in an approved survey. (Policy 1005.04).

### SOLICITING AND SELLING

Any employee shall not use school time, facilities, or equipment in connection with any personal activity for financial profit outside the regular school program. (Policy 403.05)

### TELEPHONE

Telephones are for school business. Personal calls should be made or received only on rare occasions. For all long distance calls, obtain prior permission from the principal and complete a telephone call log. Do not permit students to use school phones for personal calls, except for an emergency.

Student and staff members may have cell phones and other electronic devices in school. Use is permitted only when there will be no interference or disruption of the learning environment.

### EMERGENCY SCHOOL CLOSINGS

The closing of schools because of extreme weather or other emergencies will be announced on radio and television stations in the area. Official announcements will be broadcast on radio stations KFAB (1110), and television stations KETV, KMTV and WOWT.

In the case of an emergency closing during the school day, an attempt will be made to give ample warning of the dismissal before sending students home.

### SANITATION PROCEDURES (BLOOD BORNE PATHOGENS)

Blood-borne pathogens are a life threatening disease and a major public health issue. All staff has the important job of teaching about blood-borne pathogens. Staff members do not need an advanced degree in virology or immunology to learn about AIDS and other blood borne pathogens to share that knowledge with students.

Staff members do, however, need to know the facts about AIDS and other blood borne pathogens: how the virus that causes the disease is spread and how to avoid coming into contact with the virus.

Simply put, the AIDS virus is spread in four ways: sexual contact with an infected person involving the exchange of body fluids (semen, blood, vaginal secretions), sharing of contaminated needles by

intravenous drug users, transfusions of contaminated blood or blood products, transmission from infected mother to infant during pregnancy or at birth.

The ways that the AIDS virus does not spread are equally well known. The AIDS virus is not spread by water or air. It is not spread by casual contact. Specifically, the AIDS virus is not spread by: holding hands, hugging, social kissing, sneezing, coughing or spitting, using toilets, sinks, bathtubs, door knobs or swimming pools, sharing food or using dishes or utensils, mosquito or other insect bites.

Students and staff should be educated about the appropriate measures to prevent the spread of communicable disease like AIDS. Because AIDS may be spread by contact with contaminated blood, the School District is recommending the following procedures to reduce any risk of transmitting this and other communicable diseases such as hepatitis:

1. Basic hygiene measures are important in reducing the chance of transmission of any communicable disease. Hand washing with soap and running water for 15-30 seconds is the single most important technique for stopping the spread of disease and should be done frequently.
2. Wherever possible, contact with blood or body fluids from other persons should be avoided. When treating students or staff with cuts or bleeding wounds, the general rule is to keep something (towel, etc.) between you and the body fluids. If such exposure occurs, the affected skin should be washed thoroughly with soap and water.
3. Whenever possible, disposable rubber or plastic gloves should be worn when providing first aid for bleeding injuries. (Each school building office will have and keep a supply of disposable gloves on hand.) However, administration of appropriate care should not be delayed because gloves are not available.
4. Environmental surfaces on which blood has been spilled should be cleaned promptly with soap and water, followed by disinfectant with a freshly made solution of bleach or commercial cleaners and water.

The above procedures and the availability of gloves are not intended to create fear of AIDS or other blood borne pathogens. The chance of contracting the disease in a school environment is extremely remote. The procedures are, however, meant to provide simple and effective precautions against transmission of disease for all persons. (Policy 507.03)

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APPENDIX A

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT PROCEDURES

The following steps should be used by any school employee who has reasonable cause to believe that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances, which might result in abuse or neglect.

1. The staff member contacts the building principal or designee who then interviews the student and gathers necessary information and makes the required contacts and a written report.
2. If evidence leads the principal or designee to suspect neglect or emotional abuse and the child does not appear to be in immediate danger, the telephone contact is to be made with Child Protective Services. The telephone contact is to be followed by the written report to Child Protective Services, the appropriate law enforcement agency, and Central Office (use attached form) giving details of the suspected neglect.
3. If evidence leads the principal or designee to suspect physical abuse or if the child appears to be in immediate danger or is fearful of returning home, both law enforcement agency and Child Protective Services are to be contacted by telephone. The telephone contacts are to be followed by a written report to the law enforcement agency, Child Protective Services, and Central Office (use attached form).
4. Before a law enforcement agency or Child Protective Services is called, a determination must be made as to which agency and/or service has jurisdiction based on the location where the suspected abuse/neglect occurred. The law enforcement agency and/or Child Protective Services responsible for that location should be contacted to make the investigation and report.

The following telephone numbers should be used:

- Douglas County Sheriff: 402-444-6621
- Omaha Police Department: 911 (for emergencies) Child Victim Unit: 402-444-5636
- Douglas County Child Protective Services: 402-444-6330 or 402-444-6331

5. The following procedures are to be used in handling cases of suspected sexual abuse (including incest):  
  
Telephone contacts are to be made to the appropriate law enforcement agency and Child Protective Services, determined by where the suspected crime was committed. These telephone contacts are to be followed by a written report to the law enforcement agency, Child Protective Services, determined by where the suspected crime was committed. These telephone contacts are to be followed by a written report to the law enforcement agency, Child Protective Services, and Central Office.
6. Procedures for new child abuse report form:
  - a. Complete the new SUSPECTED CHILD ABUSE AND/OR NEGLECT REPORT FORM with the building principal
  - b. Print all reports

PHYSICAL AND BEHAVIORAL INDICATORS OF ABUSE AND NEGLECT

<u>TYPE</u>	<u>PHYSICAL INDICATORS</u>	<u>BEHAVIORAL INDICATORS</u>
	Unexplained bruises and welts: - on face, lips, mouth	Wary of adult contacts Apprehensive when other children cry



- on torso, back, buttocks, thighs
- in various stages of healing
- clustered, forming regular patterns
- reflecting shape of article used to inflict (electric cord, belt buckle)
- on several different surface areas
- regularly appear after absence, weekend or vacation

Unexplained burns:

- cigar, cigarette burns, especially on soles, palms, back or buttocks
- Immersion burns (sock-like, glove like, doughnut shaped on buttocks or genitalia)
- patterned like electric burner, iron, etc.
- rope burns on arms, legs, neck or torso

Unexplained fractures:

- to skull, nose, facial structure
- in various stages of healing
- multiple or spiral fractures

Unexplained lacerations or abrasions:

- to mouth, lips, gums, eyes
- to external genitalia

Behavioral Extremes:

- aggressiveness, or
- withdrawal

Frightened of parents

Afraid to go home

Reports injury by parents

**PHYSICAL** Consistent hunger, poor hygiene, inappropriate dress, begging, stealing food

**NEGLECT** Consistent lack of supervision, especially in dangerous activities. Extended stays at school (early or long periods arrival and late departure). Unattended physical problems or medical needs. Constant fatigue, listlessness or falling asleep in class. Abandonment. Alcohol or drug abuse Delinquency (e.g. thefts). States there is no caretaker

**SEXUAL ABUSE** Difficulty in walking or sitting. Unwilling to change for Gym or participate in Physical Education class. Torn, stained or bloody underclothing. Pain or itching in genital area. Bruises or bleeding in external genitalia, vaginal or anal areas. Withdrawal, fantasy or infantile. Venereal disease, especially in Pre-teens. Bizarre, sophisticated, or unusual sexual behavior or knowledge behavior. Pregnancy. Poor peer relationships. Delinquent or run away behavior. Reports sexual assault by caretaker.

**EMOTIONAL** Speech disorders. Habit Disorders (sucking, biting, rocking, etc.)

**MALTREATMENT** Lags in physical development. Failure-to-thrive. Conduct Disorders (antisocial destructive, etc.) Neurotic Traits (sleep disorders, inhibition of play). Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias, hypochondriac).

- Behavior Extremes: - compliant, passive – aggressive, demanding
- Overly Adaptive Behavior: - inappropriately adult, inappropriately infant
- Developmental Lags (mental, emotional)
- Attempted Suicide

**ELKHORN PUBLIC SCHOOLS  
SUSPECTED CHILD ABUSE AND/OR NEGLECT REPORT FORM**

(Type or print all information)

CHILD \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ AGE \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ SEX: M F

PARENT(S)/GUARDIAN(S) HAVING CUSTODY \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

TYPE OF SUSPECTED ABUSE OR NEGLECT: (Check all that apply)

- Burns
- Fracture
- Sexual Abuse
- Beating
- Neglect
- Abandonment
- Malnutrition
- Other (Specify) \_\_\_\_\_

LOCATION OF INJURIES (If applicable): \_\_\_\_\_

REASON(S) FOR SUSPECTING ABUSE/NEGLECT: \_\_\_\_\_

NAME AND ADDRESS OF SUSPECTED ABUSER: \_\_\_\_\_

CHILD'S ACCOUNT OF INJURY OR SITUATION: \_\_\_\_\_

OTHER PERTINENT INFORMATION (e.g. Relevant health information, knowledge of family situation, etc.) \_\_\_\_\_

Was Child Protective Services Contacted?  Yes  NO

If yes, who was notified? \_\_\_\_\_  
(Name) (Position/Jurisdiction) (Date contacted)

Was law enforcement contacted?  Yes  No

If yes, who was notified? \_\_\_\_\_  
(Name) (Position/Jurisdiction) (Date contacted)

Was anyone else notified?  Yes  No

If yes, who was notified? \_\_\_\_\_  
(Name) (Position/Jurisdiction) (Date contacted)

\_\_\_\_\_  
(Signature of person completing report) (Title/Position) (Date)

COPIES: Original – School (Confidential file—DO NOT place in student file)  
Copy 1 – Superintendent of Schools

**APPENDIX B****Policy 402.13  
Employee Use of District Technology**

The District provides staff members and students with access to an electronic computer system (which includes computers, data communications equipment, peripheral hardware, networks, internet access and software). The purpose of this system is to assist students in preparing for success in life and work by providing electronic access to a wide range of information and the ability to communicate with people throughout the world. The purposes of this system for staff members are to improve the delivery of the District's curriculum, enhance intra-District communication, and assist in professional development.

The District encourages and supports the use of the electronic computer system in instructional programs and educational activities within legal and ethical parameters. To assure appropriate use of the electronic computer system within the District, the superintendent shall develop rules and procedures regulating the appropriate use of the District's electronic computer system. The District will filter internet access on all District computers.

**Legal Reference:**

Title XVII – Children's Internet Protection Act

Approved: July 12, 1999

Revised: May 14, 2001

Revised: April 11, 2005

**Administrative Rules And Procedures to Implement Policy 402.13****Appropriate Use of District Computer System**

These regulations shall apply to all users of the District's computer system. The purpose for these rules and regulations is to provide clear guidelines for the use of the District's computer system. Using the District's system shall constitute an agreement on behalf of the user to abide by the provision of these rules and regulations.

**Definitions**

"User" shall mean but is not limited to an employee of the Elkhorn Public Schools.

"Computer System" shall mean but is not limited to: hardware, software, network, servers and data.

"Network" shall mean but is not limited to video, voice and/or data networks and peripheral components.

"Data" shall mean but is not limited to any electronic file or hard copy.

"Social Media" shall mean electronic communication systems, including web logs (blogs), internet chat rooms or bulletin boards, learning management systems, websites, e-mail, and cellular and/or mobile device applications, whose primary purpose is to provide a multi-directional communication venue for the user and others.

**General**

The District may restrict or prohibit the use of its computer system in response to any violation of these rules and regulations, other District technology policies, or state or federal laws. Inappropriate use of the District's computer system and violations of these rules and regulations may result in denial of access to the computer system or other disciplinary action up to and including termination of employment. The District will install security and filter systems on all District computers.

**District Electronic Mail**

The District will operate an intra-District communication system via its network . All users of the intra-District communication system will be expected to regularly and promptly access messages (on at least a daily basis).

**Permitted Uses**

The District computer system is to be used for educational purposes and District related purposes. Employees before and after normal duty hours and/or during an employee's lunch break, however, may use the computer system for personal use. Personal use shall be construed to be an "employment benefit" and employees shall use the District computer system only in a manner consistent with these rules and regulations and in a manner that such use would not constitute an expense to the District. Users may check out computers (under Policy1006.02) and provided such equipment is used in a manner consistent with these rules and regulations.

### Prohibited Uses

1. Use, which violates statutes, policies, rules and regulations regarding copyright and/or software license agreements. Copyrighted material cannot be posted without explicit written permission from the owner.
2. The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, threatening, pervasively vulgar, defamatory, illegal, fraudulent or that promotes harm to self or others.
3. Use of the computer system for solicitation or advocacy for commercial, religious, political or any other non-education purpose.
4. Use of computer system, which violates local, state, or Federal law. This includes attempts to gain unauthorized access, from within or outside the District, to District or proprietary computer systems including, but not limited to, network file servers or security systems.
5. Introduction, transmission or creation of any computer “virus” using the computer system.
6. Installation of any non-District software or peripheral equipment (e.g. printers, scanners, cameras, zip drives, or external hard drives) into the computer system without first obtaining the written permission of a District technology coordinators and/or the building principal.

### Privacy

The District cannot guarantee user privacy. The computer system is the property of the District and any data or material stored on or in the system may be subject to retrieval and inspection by authorized personnel at any time for any reason connected with official District business. If in the opinion of the building principal and/or District technology coordinator there exists a reasonable suspicion that a violation of the permitted/prohibited uses of the computer system is occurring, the building principal and/or District technology coordinator may request and the Superintendent may authorize an electronic monitoring of the equipment possibly being used improperly. The District reserves the right to monitor any usage of District computers, including but not limited to, accessing browser logs, e-mail logs, and any other history of use.

### Web Pages

The use of web pages in the District shall be for educational purposes only and the District reserves the right to control the content of web pages created by or installed on the District computer system. All web sites created with or installed on the District computer system shall adhere to the following guidelines:

1. District Web Site – The District will establish a web site and will develop web pages that will present information about the District. District technology coordinators or designee(s) will be responsible for the creation, updating and maintenance of the District Web Site.
2. School or Class Web Pages – Schools and classes may establish web pages that present information about the school or class activities. The building principal in consultation with the District technology coordinators will designate an individual to be responsible for managing the school web site. Teachers will be responsible for maintaining their class site.
3. Extracurricular Organization Web Pages – With the approval of the building principal, extracurricular organizations may establish web pages.
4. All material placed on web sites shall be reviewed by District technology coordinators building principals, and/or designee periodically to assure the material is accurate, appropriate for the intended audience, and that the material contained on web sites is appropriately attributed.
5. All web sites shall not have outside links unless those links have given prior approval that is in writing and on file in the District technology coordinator’s office. No links under any circumstances will be allowed to business- commercial sites or to sites that provide the creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, threatening, pervasively vulgar, defamatory, illegal, fraudulent or that promotes harm to self or others.
6. No individual student names with pictures are to be published on the web site without parental permission and superintendent approval. Student names with pictures are allowable as part of an electronic publication that is an extension of the approved journalism curriculum. Only District and/or school building addresses or telephone numbers may be published. No addresses or phone numbers of individuals will be published on web sites.

### Social Media

Staff members must receive written permission from the Superintendent or designee before using social media for school purposes. Equity of access to information or content must be addressed before approval will be granted.

Professional and Personal Responsibility

When using non-District web sites and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:

1. The District's Code of Ethics and the State Standards of Professional Practice are applicable (See Policy 405).
2. District staff are responsible for all matters, which they post or publish. Personal social networking during contract time is prohibited.
3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.

When using District technology, web and/or social media sites, staff may not engage in the following.

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
2. Activities that do not reflect the standards of honesty, respect and consideration expected of District staff members or that interfere with the District's core mission. District staff are responsible for their online behavior and will be held accountable for the content of their communications on social media.
3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District e-mail, responding to complaints or questions about District business on internet discussion groups, etc.).
4. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information in violation of District policy, proprietary agreements or other contractual terms. Using District-owned data or work product for personal gain.
5. Inappropriately sharing confidential information related to District business, including but not limited to, personnel actions, internal investigations, research material, or student information.
6. Any activity in violation of local, state, or federal law as it relates to the staff member's employment with the District, including, but not limited to, defamatory remarks; destruction of District data or equipment; or accessing or sharing information in violation of any activity that would cause the District to not be in compliance with state or federal law.
7. Any activity in violation of District policies and rules.

Approved: July 12, 1999

Revised: May 14, 2001

Revised: July 12, 2004

Revised: April 11, 2005

Revised: November 12, 2012

# ELKHORN PUBLIC SCHOOLS STUDENT ACCIDENT REPORT

DATE OF REPORT \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ AGE \_\_\_\_ GRADE \_\_\_\_\_

PARENT OR GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

DATE OF INJURY \_\_\_\_\_ TIME OF DAY \_\_\_\_ AM/PM

DATE OF ACCIDENT REPORTED TO SCHOOL OFFICIALS \_\_\_\_\_

WHAT TYPE OF INJURY DID THE STUDENT RECEIVE? \_\_\_\_\_

\_\_\_\_\_

IN WHAT ACTIVITY WAS THE STUDENT ENGAGED? \_\_\_\_\_

IF SPORTS EVENT, WAS IT? \_\_ CURRICULAR \_\_ INTRAMURAL \_\_ INTERSCHOOL

NAME OF SCHOOL AUTHORITY SUPERVISING ACTIVITY \_\_\_\_\_

DID YOU WITNESS THE ACCIDENT? \_\_\_\_\_

OTHER WITNESSES \_\_\_\_\_

WHERE DID THE ACCIDENT OCCUR? \_\_\_\_\_

WHERE DID THE ACCIDENT HAPPEN? \_\_\_\_\_

HOW DID THE ACCIDENT HAPPEN? \_\_\_\_\_

WAS FIRST AID ADMINISTERED? \_\_\_\_\_

DESCRIBE FIRST AID PROCEDURE \_\_\_\_\_

WERE PARENTS CONTACTED? \_\_\_\_\_ DATE/TIME \_\_\_\_\_

WAS THE CHILD PICKED UP? \_\_\_\_\_

## APPENDIX D

**Policy 405 - Employee Conduct and Appearance**

All District employees are expected to maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community. For certified staff, the Board of Education recognizes, endorses and adopts the Regulations and Standards for Professional Practices as established by the Nebraska Department of Education.

Legal Reference: Neb. Rev. Stat. 79-859, 79-866; 92 NAC 27

Adopted: May 9, 2005

Revised: November 12, 2012

**Administrative Rules and Procedures to Implement Policy 405**

The Board of Education endorses and communicates to its staff the generally minimum standards of professional practices adopted by the Nebraska State Board of Education.

**Preamble**

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

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

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to ethical and professional conduct and are, therefore, declared to be the criteria of ethical and professional performance adopted pursuant to the provisions of Section 79-866 R.R.S. for holders of public school certificates.

**1. Principle I – Commitment as a Professional Educator:**

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

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

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

B. Shall not discriminate on the basis of race, color, creed, gender, marital status, age, national origin, ethnic background, or disability.

C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

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

E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

F. Shall not sexually harass students, parents or school patrons, employees, or board members.

G. Shall not have had revoked for cause a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services certificate is issued in Nebraska.

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

I. Shall report to the Commissioner any known violation of Principle I, letter G; Principle III, letter E; or Principle IV, letter B.

J. Shall seek no reprisal against any individual who has reported a violation of this chapter.

**Principle II – Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the local board of education.
- G. Shall not discipline students using corporal punishment.

**Principle III – Commitment to the Public:**

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

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

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude or any felony under the laws of the United States or any state or territory, and shall not have a misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV – Commitment to the Profession:**

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

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

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V- Commitment to Professional Employment Practices:**

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

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

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.



- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

### **Standards of Competent Professional Performance for Holders of Public School Certificates**

The following standards apply only to holders of public school certificates.

General: The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to competent performance and are therefore declared to be the criteria of competency adopted pursuant to the provisions of Section 79-866 R.R.S.

### **Administrative and Supervisory Requirements for Holders of Public School Certificates:**

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

Each educator shall:

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

Each teacher and special services provider shall:

- Utilize available instructional materials and equipment necessary to accomplish the designated task;
- Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

- Use available instructional personnel, materials and equipment necessary to accomplish the designated task;
- Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
- Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

### **Analysis of Individual Needs and Individual Potential for Holders of Public School Certificates:**

The educator shall utilize or promote the utilization of diagnostic techniques to analyze the needs and the potential of individuals. These may include but need not necessarily be limited to:

- Personal observation;
- Analysis of individual performance and achievement;
- Specific performance testing.

### **Instructional Procedures for Holders of Public School Certificates:**

- Each educator shall seek accomplishment of the designated task through selection and utilization of appropriate instructional procedures. Therefore, each educator shall:
- Create an atmosphere which fosters interest and enthusiasm for learning and teaching;
- Use procedures appropriate to accomplish the designated task;
- Encourage expressions of ideas, opinions and feelings. 005.04B Each teacher shall:
- Create interest through the use of materials and techniques appropriate to the varying abilities and background of students;
- Consider individual student interests and abilities when planning and implementing instruction.

Each administrator shall:

- Support the creation of interest by providing the materials, equipment and encouragement necessary for the teacher to accomplish the designated task;
- Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

### **Communication Skills for Holders of Public School Certificates:**

- In communicating with students and other educators, each educator, within the limits prescribed by his or her assignment and role, shall:
- Utilize information and materials that are relevant to the designated task; 005.05B Use language and terminology which are relevant to the designated task;
- Use language which reflects an understanding of the ability of the individual or group;
- Assure that the designated task is understood;
- Use feedback techniques which are relevant to the designated task;
- Consider the entire context of the statements of others when making judgments about what others have said;
- Encourage each individual to state his ideas clearly.

#### **Management techniques for Holders of Public School Certificates:**

The educator shall:

- Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;
- Maintain consistency in the application of policy and practice;
- Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
- Develop and maintain positive standards of conduct.

#### **Competence in Specialization for Holders of Public School Certificates:**

Each educator shall:

- Possess knowledge, within his or her area of specialization, consistent with his or her record of professional preparation;
- Be aware of current developments in his or her field;
- Possess knowledge of resources which may be utilized in improving instruction in his or her area of specialization.

#### **Evaluation of Learning and Goal Achievement for Holders of Public School Certificates:**

An educator shall accept responsibility commensurate with delegated authority to evaluate learning and goals achievement, and each educator shall:

- Utilize several types of evaluation techniques;
- Provide frequent and prompt feedback concerning the success of learning and goal achievement efforts;
- Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis;
- Utilize the results of evaluation for planning, counseling and program modification;
- Explain methods and procedures of evaluation to those concerned.

#### **Human and Interpersonal Relationships for Holders of Public School Certificates:**

Educators shall possess effective human and interpersonal relations skills and therefore:

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

#### **Personal Requirements for Holders of Public School Certificates:**

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of personnel competent to make such judgment by reason or training, licensure and experience. However, certain behaviors are held to be probable cause to examine, and each educator within the scope of delegated authority shall:

- Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- Be able to communicate so effectively as to accomplish the designated task;
- Appropriately control his or her emotions;
- Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Standards for Continuance in Professional Service for all Certificate Holders Continuance in professional service requires the maintenance of a valid teaching, administrative, or special services certificate in accordance with the laws of the State of Nebraska.

Standards for Contractual Obligations for all Certificate Holders Educators shall adhere fully to the terms of a contract or appointment.

Legal Reference: Neb. Rev. Stat. 79-859, 79-866; 92 NAC 27  
Adoption: November 12, 2012



# ELKHORN PUBLIC SCHOOLS

## Substitute Handbook Signature Form

I understand that Substitute Handbook is found under the District Information tab on the District webpage found at: <http://www.elkhornweb.org>, under Absence Management/Substitutes.

If for any reason I cannot access the handbook online, I will contact the Director of Personnel or the Executive Director of Personnel immediately to notify them of the problem.

As the District amends and updates the handbook, policies, rules and procedures, notification of the changes will be posted on the District website. It is my responsibility to read, understand, remain current, and comply with all information and changes in the handbook and District policy, as posted on the District website.

I further acknowledge that it is my responsibility to know and abide by all policies, rules and procedures of the Elkhorn Public Schools Board of Education.

Please print and sign your name at the bottom of this page. This acceptance page needs to be returned and will be filed in the Personnel Office.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ School