



ELKHORN
PUBLIC SCHOOLS

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

Updated August 2020

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. 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 <https://www.elkhornweb.org/blog/policy/policy/> and should be referred to when official, complete policy statements are desired. If you have any questions about District personnel policies, please call the Director of Personnel at 402-289-2579.

DISTRICT MISSION STATEMENT

The Elkhorn Public Schools unites students, families, educators, and the community to ensure a challenging and enriching academic environment that inspires students to develop the knowledge and skills necessary to become responsible citizens and lifelong learners.

DISTRICT WEB SITE

www.elkhornweb.org

TABLE OF CONTENTS

FORWARD	2
TABLE OF CONTENTS	3
Payroll Dates	5
Check Your Paycheck	5
EMPLOYMENT	
General Policy Statement	6
Notice of Nondiscrimination	6
Personal Data Changes	6
Absence Management	6
Professional Development	6
Substitute Expectations	7
Substitute Teachers	7
Substitute Pay Provisions	7
Certification	8
PERSONNEL POLICIES	
Bullying	9
Handling Threats	9
Emergencies and Student Safety	9
Drugs and Alcohol Use	9
Smoke/Nicotine Free Buildings	10
Child Abuse Procedure and Reporting	10
Student Discipline	10
Weapons	10
Search and Seizure	11
Administration of Medicine	11
Use of District Computer System	11
Blogging and Social Networking	11
Harassment	12
Political Activities	13
Surveys	14
Soliciting and Selling	14
Telephone	14
Emergency School Closings	14
Sanitation Procedures	14

APPENDIX

A. Reporting Suspected Child Abuse	16
B. Covid-19 Supplement	17

ELKHORN PUBLIC SCHOOLS**Payroll Dates for 2020-2021**

Tuesday, September 15, 2020
Thursday, October 15, 2020
Friday, November 13, 2020
Tuesday, December 15, 2020
Friday, January 15, 2021
Monday, February 15, 2021
Monday, March 15, 2021
Thursday, April 15, 2021
Friday, May 14, 2021
Tuesday, June 15, 2021
Thursday, July 15, 2021
Friday, August 13, 2021

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's 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

It is the policy of Elkhorn Public Schools not to discriminate on the basis of sex, race, color, religion, veteran status, national or ethnic origin, marital status, age, disability, genetic information, pregnancy, child birth, or related condition, or any other category protected by law in its education programs, administration, policies, employment or other district programs.

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. 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 a sub job is cancelled or the District 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](#) 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 2020-2021 school year, substitute teachers are paid \$160 per day. After 10 consecutive days in a long-term position (same position), the District pays \$170 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 who work at least 120 days during a school year may be eligible for health insurance. The district does not contribute to any applicable health insurance premiums. 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.

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 "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 B).

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 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 [Policy 402.13](#) . 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 publicly 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](#))

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

Date: _____ **School:** _____
Child's Name: _____ **Age:** _____ **Date of Birth:** _____
Custodial Parents: _____ **Date of Incident:** _____
Address: _____ **Phone:** _____

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

Abandonment Burns Bruises Beatings
 Fracture/Broken Bone(s) Malnutrition Neglect Sexual Abuse
 Other (specify): _____

Location of Injuries (if applicable): _____

Reason(s) for suspecting abuse/neglect: _____

Name and Address of Suspected Abuser: _____

Child's account of situation or injury: _____

Other Pertinent Information (example: relevant health information, knowledge of family situation, historical context, etc.): _____

Other children in the home (list name, age, school): none

Any suspected drug/alcohol abuse, mental health issues, or additional concerns in the home: _____

PERSONS NOTIFIED: _____
(Name) (Position) (Date)

(Name) (Position) (Date)

(Signature of person completing this form) (Title/Position)

COPIES: Original - School (Confidential file - DO NOT place in student file)
Copy 1 - CPS
Copy 2 - EPS Central Office (email or hard copy to Dr. Habrock)

Please email a copy to the following address:
Child Protective Services
dhhs.childadultanhotline@nebraska.gov

APPENDIX B

2020-2021 STAFF HANDBOOK: COVID-19 SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send staff members written notification of any such changes. It is each staff member's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a staff member has any questions about the interpretation or implementation of these rules and expectations, it is the staff member's responsibility to promptly contact their administrator. As with any handbook expectation, staff members choosing not to follow expectations could face discipline, up to and including termination.

1. Masks. Unless otherwise directed by the Superintendent, every staff member must wear an appropriate mask on school grounds and while in school vehicles. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the staff member's nose and mouth. A staff member who does not fully comply with this rule (such as having the mask cover their mouth but not their nose) is in violation of District rules and expectations. Staff members may remove their masks only in settings approved in advance by the administration, such as during lunchtime.

2. Enforcement of Mask and Safety Rules. Every staff member has an obligation to ensure that all other persons on school grounds and in school vehicles abide by the mask requirement. If a staff member observes another staff member or student not wearing a mask, the staff member must promptly remind the staff member or student to wear their mask.

3. COVID-19 Symptoms. A staff member who experiences any of the following symptoms (even when off duty) must promptly notify their administrator:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

If a staff member wakes up in the morning of a workday with any of the aforementioned symptoms, the staff member must immediately contact their administrator to determine if the staff member should report for work that day.

If a staff member exhibits any of the aforementioned symptoms (including experiencing the symptoms within 48 hours of the next workday), the staff member's administrator will then evaluate the staff member's symptoms to determine if the staff member should report for work on the next workday.

Staff members who report to work without contacting their administrator about potential symptoms do so under the following conditions: (1) that the staff member is not experiencing any of the aforementioned symptoms; and (2) the staff member agrees to certain non-invasive, permissible medical checks (such as temperature scans) and/or health screening questionnaires.

4. Potential Exposure. A staff member who has reason to suspect that he or she may have been exposed to COVID-19 must promptly inform their administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a “hot spot,” or receiving notification from a health official or medical professional of a potential exposure. Staff members who plan to travel outside of the country for non-work reasons must notify and consult with their administrator in advance to determine the potential consequences (such as quarantine restrictions upon return) of such travel. Before making travel plans, staff members are encouraged to identify travel restrictions as it relates to quarantine upon the arrival to or return from the destination. A staff member who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the administration, in its sole and absolute discretion, determines that the staff member may safely return to school.

5. Work at Home. In very limited circumstances, the District may allow a staff member to work from home. Any staff member who works from home must adhere to all of the District’s rules and expectations during the workday. These rules and expectations include, but are not limited to, the staff member devoting their full time and attention during the workday to the performance of their job duties, refraining from personal business or activities, refraining from prohibited conduct (such as consuming alcohol) and promptly responding to emails or calls.

6. Activities. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to serve as a coach or sponsor until the District, in its sole and absolute discretion, determines that the staff member may safely return to work. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to attend any practices or competitions, even if the staff member attempts to undertake measures to social distance at such practices or competitions.

7. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure the health and safety of all students and staff. One staff member’s refusal to be entirely honest or straightforward about a potential exposure or symptoms could jeopardize the health and safety of other staff members and students. It is the expectation that staff members are honest or forthright with information provided (or not provided) to the administration.

8. Off Duty Conduct. Generally, the District does not monitor or govern a staff member’s conduct outside of duty hours. However, as a reminder, the District maintains an interest in a staff member’s “off duty” conduct when such conduct interferes with the staff member’s ability to perform their job. As a result, all staff members are expected adhere to health and safety best practices while “off duty,” including frequent hand washing, wearing a mask in public areas, and maintaining social distancing in public areas when possible. It is recommended that staff members avoid large gatherings where social distancing cannot be maintained (such as at a party). A staff member who intentionally imposes his or her own “self-quarantine” or is otherwise unable to perform his or her job duties because of choices made while “off duty” may be subject to discipline, up to and including termination of employment.

9. Other Health and Safety Rules. At any time, the administration may impose or require a staff member to abide by other health and safety requirements. Every staff member must follow such health and safety requirements.