

Waverly Middle School Staff Handbook

Updated August 2019



TABLE OF CONTENTS

I. GENERAL INFORMATION

Section 1	Intent of Handbook	Page 5
Section 2	District Statements & Essential Outcomes	Page 6

II. STAFF INFORMATION

Section 3	Board of Education Members	Page 7
Section 4	Administrative Staff	Page 7
Section 5	Certified Staff Members	Page 8
Section 6	Classified Staff Members	Page 8

ARTICLE 1—SCHOOL CALENDAR AND SCHEDULES

Section 1	School Calendar	Page 9
Section 2	Lunch Schedules	Page 9

ARTICLE 2—EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1	Employment of Personnel	Page 9
Section 2	Transfers & Assignments	Page 9
Section 3	Job Descriptions	Page 9
Section 4	Teaching Certificates	Page 9
Section 5	Grievances and Complaints	Page 10
Section 6	Compensation	Page 10
Section 7	Staff Transportation, Meals & Lodging Reimbursements	Page 10
Section 8	Disciplinary Action/Termination	Page 11
Section 9	Employee Files	Page 11

ARTICLE 3—ABSENCES FROM WORK

Section 1	Paid Leave –Sick and Personal Leaves	Page 12
Section 2	Substitute Teachers	Page 12
Section 3	Jury Duty	Page 12
Section 4	Military Leave and Family Military Leave	Page 12
Section 5	Family and Medical Leave Act	Page 13
Section 6	Leave Without Pay	Page 13

ARTICLE 4—TEACHER DUTIES, INFORMATION & RESPONSIBILITIES

Section 1	Hours of Work & Meetings	Page 14
Section 2	Arrival to Duty Assignments	Page 14
Section 3	Leaving School	Page 14
Section 4	Professional Staff Attire	Page 15
Section 5	Lesson Plans	Page 15
Section 6	Lines of Communication and Staff Relationships	Page 16
Section 7	Participation in School Events	Page 16
Section 8	Instructional Resource Selection Process	Page 16
Section 9	Field Trips & Transportation Manifest	Page 17
Section 10	Student Records	Page 17
Section 11	Guest Speakers	Page 17
Section 12	Waverly Student Handbook	Page 17
Section 13	Collection of Money	Page 18
Section 14	Activities at Lunch	Page 18
Section 15	Professional Growth Policy	Page 18
Section 16	School Related Accidents	Page 18
Section 17	National School Lunch Program	Page 18
Section 18	Teacher Evaluation Information & Requirements	Page 19
Section 19	Probation/Tenure	Page 19
Section 20	Internet Usage Information & Requirements	Page 19
Section 21	Professional Goals Requirements & Forms	Page 19
Section 22	Safety Plans	Page 19
Section 23	Attendance Procedures	Page 19
Section 24	Classroom and School Procedures	Page 20
Section 25	Supervision of Students	Page 22
Section 26	Managing Student Conduct	Page 23
Section 27	Anti-bullying Policy	Page 25
Section 28	Dispensing Medication	Page 25
Section 29	Reporting Child Abuse and Neglect	Page 25
Section 30	Staff Parking	Page 26
Section 31	Technology & Internet Acceptable Use Policy	Page 26
Section 32	Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints	Page 27
Section 33	Professional Boundaries Between Employees and Students	Page 29
Section 34	Recording of Others	Page 30

ARTICLE 5—ACADEMIC MATTERS

Section 1	Teaching to Student Understanding to Assure Learning	Page 30
Section 2	Instruction in the Curriculum	Page 31
Section 3	Measuring and Reporting Academic Achievement	Page 31
Section 4	Homework	Page 32
Section 5	Student Retention	Page 32

Section 6	Parent-Teacher Conferences	Page 32
Section 7	Title I Parental and Family Engagement	Page 32
Section 8	Reading Instruction Improvement	Page 33

ARTICLE 6—USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1	Drug-Free Workplace	Page 33
Section 2	Smoke and Tobacco-Free Workplace	Page 34
Section 3	Use of School Facilities	Page 34
Section 4	Care of School Property	Page 34
Section 5	Visitors & Volunteers	Page 35
Section 6	Salespersons	Page 35
Section 7	Security of Desks and Lockers	Page 35
Section 8	Video Surveillance	Page 35
Section 9	Copyright and Fair Use Policy	Page 35
Section 10	Workers Compensation	Page 36
Section 11	Safe Pupil Transportation Plan	Page 36
Section 12	Driver Certification	Page 36

ARTICLE 7—STATE AND FEDERAL PROGRAMS

Section 1	Notice of Nondiscrimination	Page 36
Section 2	Anti-discrimination & Harassment Policy	Page 37
Section 3	Confidentiality of Student Records (FERPA)	Page 38
Section 4	Breakfast and Lunch Programs	Page 38

ADDITIONAL RESOURCES

Your Rights Under USERRA	Page 39
Family & Medical Leave Act	Page 40
School Calendar	Page 41

Waverly Middle School Teacher Handbook

FOREWORD

Section 1 Intent of Handbook

Welcome to School District 145. This handbook is intended to be used by teachers and other certificated staff to provide general information about Waverly Middle School and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations. This handbook contains many of the policies, practices and customs of School District 145. It is based on the School Board Policy Manual, but also has many practices and information that are necessary for the day-to-day operation of Waverly Middle School. References in this handbook to "teachers" are intended to apply to all certificated staff.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between School District 145 and the Waverly Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2017-2018 school year and subsequent school years unless replaced by a later edition.

Section 2 District Vision Statement, Beliefs, and Essential Outcomes

SCHOOL DISTRICT 145 VISION STATEMENT
Inspire Our Students to Seek Excellence in Their Lives.

District 145 Belief Statements:

1. All students can and will learn
2. Education is a shared responsibility among students, staff, families, and community and must be responsive to the diverse needs of all students.
3. All students will be inspired and empowered to become independent lifelong learners.
4. Education occurs best in a safe and nurturing environment.
5. Students are entitled to quality, program-driven learning facilities.
6. Quality professional development for educators leads to increased student achievement.
7. Excellence in education requires efficient and innovative use of all available resources.

District 145 – Essential Outcomes

Students in District 145 will be:

Confident Learners

- Recognize, discover and pursue opportunities for success
- Set personal goals that are challenging yet attainable
- Are independent and believe they are capable
- Take risks and learn from mistakes

Collaborators

- Are willing to work with others towards a common goal
- Are respectful, positive, flexible, supportive of others

Communicators

- Articulate thoughts and ideas effectively in a variety of forms (oral, written, and nonverbal)
- Provide constructive feedback in appropriate context
- Listen actively and with purpose
- Respect the perspectives of others

Problem Solvers

- See problems as an opportunity to expand learning
- Use various processes to find reasonable and justifiable solutions
- Recognize that there are a variety of ways to solve a problem

Critical Thinkers

- Analyze information, ideas, and possibilities to develop a point of view, infer, draw conclusions and make predictions
- Use evidence and reasoning to guide decision-making.
- Use prior knowledge and new knowledge to apply what they've learned in new ways.

Creative Thinkers

- Synthesize existing and new knowledge to create unique solutions
- Generate, develop and test new ideas

Independent and Responsible Citizens

- Build strong values and actions reflect those values
- Apply the principles of democracy
- Take action to contribute positively to the local, national, or global community

Section 3 Members of the Board of Education

President	Andy Grosshans
Vice-President	Bruce Sedivy
Secretary	Cheryl Landon
Treasurer	Jessie Zuniga
Member	Scott Claycomb
Member	Tiffany Johnson

Section 4 District Administrative Staff

Superintendent	Dr. Cory Worrell (786-2321)
Business Manager	Robin Hoffman (786-2321)
Special Education Director	Delanie McMillan (786-2321)
Director of Learning	Scott Blum (786-2348)
Technology Coordinator	Adam Bauman (786-2348)
Transportation Director	Carleen Dowding (786-3015)
School Psychologist	Angie Cobelens (786-5340)
Eagle Elementary Principal	Megan Flohr (781-2210)
Hamlow Elementary Principal	Michelle Rezek (786-2341)
Waverly Intermediate School	Craig Patzel (786-5340)
Middle School Principal	Ross Ricenbaw (786-2348)
Middle School Assistant Principal	George Schere (786-2348)
High School Principal	Ryan Ricenbaw (786-2765)
High School Assistant Principal	Megan Myers (786-2765)
Activities Director	Brad McMillan (786-2765)

Section 5 Waverly Middle School Staff

Brittany Barnes	Social Studies 8 – English/Reading 8
Lisa Beeson	English/Reading 6 –Science Plus 6 - Math 6
Gary Brown	Life Science 8 – Life Science Plus 8
Mike Cobelens	English/Reading 6 - Math 6 - Math Plus 6
John Cockerill	Algebra 8- Pre-Alg 8 - Science 8 - Math Plus 8
Jeff Cole	Resource (6,7,8)
Nicholas Herrington	Industrial Technology (6,7) – Woods 8 – Metals 8
Jeremy Doele	Resource/Directed Study Hall 7
Brad Doering	Careers 8 – Keyboarding (6,7)
Emily Finley	English/Reading 7 – Language Arts Plus 7
Amanda Hellerich	Art 6,7, 8, - Ceramics 8
Valerie Hill	Science 6 – General Music 6
Heath Holtz	Social Studies 6 – Social Studies Plus 6
Chree Hopkins	Reading/English 8 - World Culture 8
Brittany Hying	Reading/English 8 - Social Studies
Rachel Kornfeld	Chorus (6,7,8)- ABC
Jim Kucera	Band (6, 7, 8)
Makenzie Lee	P. E. (6,7,8)
Nicki Markut	Resource/Directed Study Hall 8
Tina Kreikemeier	Reading/English 6 – Social Studies 6 – Language Arts Plus 6
Kellie Milleson	Pre-Alg7– Science 7 – FCS 7
Connie Ottemann	Resource/Directed Study Hall 6
Pearse, Creighton	Health 6,7,8 - P.E. 8
Daryl Poppe	Social Studies 7 – Social Studies Plus 7
Virginia Roehrich	Pre-Alg 8- Social Studies 8- Social Studies Plus 8
Maddy Jones	Reading/English 7 – P.E. 7
George Schere	Asst. Principal/Athletic Director
Cindy Schmidt	Developmentally Handicapped
Ruth Schmidt	Middle School Guidance Counselor
Susan Stake	English/Reading 8 – Language Arts Plus 8
Christin Sutter	Social Studies 7 - Math 7 - Math Plus 7
Craig Thewke	P. E. (6,7,8)
Ann Vrana	Library/Media - Tech Lab 8
Tim Weismann	Science 7 – English/Reading 7 – Science Plus 7
Leah Wilcox	Math 6 - Advanced Math 6 - Science 6 - FCS 7

Section 6 Classified Staff

Office Secretaries: Sharon Claussen and Carrie Morgan

Para-educators:

Lavonne Guthard	Melissa Brumond	Tonya Sacks
Cori Reeder	Pam Rine	
Stacia Stone	Evan Root	

Nurse Assistant: Rochelle Johnson

Food Service Director: Phillip Stephen

Article 1--SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

See calendar at the back of this book.

Section 2 Lunch Schedules

Will be given to teacher for each grade level and exploratory team.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment of Personnel

Recruitment and Selection

The highest qualified personnel are sought to staff the classrooms of School District #145. No inquiry in regard to race, creed, color, national origin or sex shall be made.

Appointment of Professional Personnel

The administration shall make recommendations to the Board of Education for the appointment of all employees of the school district and the Board shall not appoint any person to a position, except the superintendent, until it has received recommendations for that position from the administration.

Section 2 Transfers & Assignments

The superintendent and superintendent's designates are authorized to assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified, said actions being subject to board approval.

Teachers who desire a change in subject or grade assignment or a transfer to another building shall file a written request of such desire with the building principal. Such statements shall include the grade or subject to which the teacher desires to be assigned and the school to which he/she desires to be transferred.

Section 3 Job Descriptions

Job descriptions provide additional information about the position duties. See Board Policy.

Section 4 Teaching Certificates

It is the responsibility of the teacher to verify that his/her certificate is current and registered. According to state law, the district may not pay teachers who do not possess a valid (i.e.,

current) teaching certificate that is registered with the district superintendent. A copy of the registered certificate and official transcripts must be on file in the superintendent's office.

Section 5 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints should be addressed through the administrative chain of command following the process set forth in the negotiated agreement.

Section 6 Compensation

Salary Payments. Teachers will be paid on the 8th of the month, or the last preceding school day, if the 8th falls on a vacation or weekend day.

Extra Duty All staff members may be assigned to assist with the supervision of athletic contests. Reimbursement for such duties is given. (See Negotiated Agreement).

Section 7 Staff Transportation, Meals & Lodging Reimbursements

School owned cars or vans may be used for school business. Requests must be approved and made at least three days prior to departure. Requests will typically be approved on a "first-to-schedule" basis. When a district-owned car or van is available, you will be asked to use it rather than your own car. Employees of the school district shall be paid mileage at the established rate when it is necessary for them to use their own cars to perform their designated and official school duties. School cars will be used when possible and payment of mileage may only result when a transportation request is unable to be filled. Participants must pool rides when several people are involved. (Mileage will be paid to the driver.) Staff members must complete Board Policy 3105 "Driver Certification" who drive district-owned or leased vehicles, or drive students as part of their employment, or provide pupil transportation service which is sponsored or approved by the district.

Meals can be paid if they involve a speaker and are a part of the program. Lodging can be paid if it is impossible to go to the meeting and return the same day or if the meeting lasts more than one day and it is not feasible to return in the evening.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by the Principal and the Business Director. The request for reimbursement should include itemized receipts sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 8 Disciplinary Action/Termination - Board Policy 4730

The superintendent, or a designee, may take action concerning a certificated employee's performance or conduct which is deemed reasonably necessary to assist the employee and further school purposes, including: (1) counselling, (2) oral reprimand, (3) written reprimand, and (4) suspension with pay or without pay, not to exceed 30 working days. The employee may contest any such disciplinary action via the grievance procedure in the negotiated agreement and may, upon request, in the instance of a suspension without pay, be granted a formal due process hearing before the board of education.

Upon the superintendent's recommendation, the school board may elect to amend or not renew the contract of a probationary certificated employee for any reason deemed sufficient, is such action is constitutionally permissible and in accord with state statute. An employee subject to such recommendation shall, upon request, be granted an informal hearing before the board of education or a committee of not less than three board members.

Upon the superintendent's recommendation, the school board may elect to amend or terminate the contract of a permanent certificated employee for: (1) just cause, including incompetency, neglect of duty, unprofessional conduct, insubordination, immorality, physical or mental incapacity, lack of professional growth, other conduct which interferes substantially with the continued performance of duties; (2) reduction in force; (3) failure to return an offered contract within a legally specified period of time; or (4) revocation, cancellation, suspension, or termination of the employee's certificate via action of the State Board of Education. An employee subject to such recommendation shall, upon request, be granted a formal due process hearing before the board of education.

Section 9 Employee Files - Board Policy 4030

Individual, confidential, employee files will be maintained at the superintendent's office. To the extent necessary, principals and supervisors may maintain separate employee files, with duplicate information.

Employee files shall contain only information pertinent to payroll processing; job performance; initial employment application; any legally required health information, certificates, and transcripts, and employee initiated response to performance evaluations. Employees are responsible for the accuracy of information on the initial job application as well as relaying any necessary updated payroll-related information to the superintendent's office. Further, it is expected that employees will provide the superintendent's office with current information regarding addresses and phone numbers.

The superintendent, other administrators designated by the superintendent, the employee's immediate supervisor, payroll and personnel clerical staff, and the employee or the employee's designated representative will have access to personnel files. No new information is to be added to an employee's file without the knowledge of the employee. Employees may place

materials in their personal file relating to job performance or evaluations thereof. No materials may be removed from an employee's file without the mutual consent of the employee and the superintendent of schools

All material in employee files will be considered confidential, except that information which is legally subpoenaed or is subject to federal and state open record statutes. Employees will not have access to written recommendations on their behalf, which were submitted with an understanding of confidentiality. Anyone having access to personnel files who divulges confidential information about another employee will be subject to disciplinary action.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement.

Any teacher who is unable to report to work due to illness or is requesting personal leave shall report their absence via the automated system. Personal and Professional leave requires prior approval of the building principal after being requested via the automated system. Information is provided to each teacher about this at the beginning of each year.

Section 2 Substitute Teachers

Whenever teachers are absent the following must be available for the substitute teacher:

- An up-to-date seating chart for every class
- Lesson plans with necessary books and materials
- A written statement outlining procedures for attendance taking, lunch schedule and other regular duties
- Class roll list
- A daily schedule of classes

Section 3 Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. Employees called to jury duty will be excused without loss of pay or benefits. The employee will receive regular salary and may keep any expense money paid by the court, but shall remit jury pay to the district.

Section 4 Military Leave and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law. Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for five or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave. Refer to board policy 4051 for further information.

Section 5 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12 month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is located in appendix of this handbook.

Section 6 Leave Without Pay

Certificated staff members with three or more years of service may be granted leave without pay for a period of time up to one year. Refer to the negotiated agreement for additional information.

Article 4 – TEACHER DUTIES, INFORMATION & RESPONSIBILITIES

Section 1 Hours of Work & Meetings

The general workday for teachers is from 8AM until 4PM, with a 30-minute uninterrupted lunch break. Principals may on occasion however, require teachers to remain on duty beyond 4PM to discharge professional duties related to such as committee assignments, staff trainings, student meetings, and parent conferences. Moreover, principals may on occasion require teacher attendance and supervision at evening events such as open houses and scheduled student activities. Principals may exercise their discretion in releasing teachers after students have been dismissed on Fridays and days prior to vacation breaks.

All personnel shall be on duty for as many days prior to the opening of school as the superintendent shall designate. They shall remain on duty following the closing of school until all work is satisfactorily completed and the superintendent releases them.

Section 2 Arrival to Duty Assignments

All teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than the start time for the building. Teachers are on call until 5:00 PM, but may leave the building at 4:00 PM in the afternoon unless requested to remain later. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least ten minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least five minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Staff Attire

The Board of Education expects that all staff, including substitute workers and volunteers will be appropriately attired and groomed in accordance with the specific and general guidelines of this policy (#4075) and their respective assignments. Students, parents, patrons, and members of the school community continuously observe staff members. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming. Should an interpretation of “appropriate” be needed, the building administrator or supervisor will determine whether any particular mode of dress, apparel or grooming is not in compliance with the intent of this policy.

Specific examples that are considered to be inappropriate include spandex apparel, leggings, warm-up suits, no jeans or overalls of any color or fabric are permitted (except as approved for field trips and/or special events).

Administrators may on occasion deviate from this policy for special activities or events and may authorize attire as appropriate for specific work assignments such as physical education, coaching, industrial technology, agriculture, and welding. It is the expectation of the Board of Education that all staff will contribute too the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate attire and grooming.

Section 5 Lesson Plans

Plan booklets are available for purchase through unit budget accounts so that work to be done may be planned in advance. ***Teachers will prepare written lesson plans, which cover at least three days of advance instruction.*** Plans do not need to be handed in, but keep lesson plans, class rosters, etc. open on the teacher's desk. The plan book should be kept in a place in which the plan book will be readily available in the teacher’s absence. This not only helps you to present a better lesson, but also gives a substitute teacher a guide to follow.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson. Instruction of state standards should be documented through lesson plans or through alternative means such as a checklist or classroom assessments and should be kept up to date.

Section 6 Lines of Communication and Staff Relationships - Board Policy 2020

The board encourages conversations and open communication among district employees and provides a framework for addressing major problems and/or resolving disputes that may arise in day-to-day school operations.

Each employee of the district is responsible to the board through the superintendent. All personnel shall refer matters requiring administrative action or attention to the administrator immediately in charge of the building or area in which the problem arises. If a problem is not resolved at that level, it may be forwarded to the superintendent's office for review. In turn, any significant communications or directives to staff from the superintendent's office will be channeled through the appropriate administrator.

District employees are afforded the opportunity to process complaints in accordance to their respective grievance procedures.

Section 7 Participation in School Events

Being a member of our school system makes you a member of our community. It is our hope that you will take an active part in school and community affairs. Your presence is appreciated at all school functions.

It is our responsibility to keep the community informed of our activities and to encourage participation so that the community has a better understanding of the activities and responsibilities of the school.

Section 8 Instructional Resource Selection Process

Curriculum Review and Adoption District 145's curriculum review cycle shall include the process for the selection of curriculum materials. Funds for curriculum expenditures shall be incorporated as part of the general fund budget.

Changes in board-approved curriculum may be initiated by the Board of Education, teachers or administrators, based on educational research, changing student needs, and state and federal mandates.

Substantial changes in the board-approved curriculum shall be recommended by the Director of Learning and the Curriculum Council through the Superintendent of Schools. The board shall have final approval of substantial curriculum changes. Curriculum may be updated and edited on an annual basis through a review by the appropriate district curriculum committee.

The Curriculum Council is a representative group of district personnel comprised of the Director of Learning, certified staff and administrators as selected by the Superintendent. The Superintendent or

designee shall be responsible for developing the curriculum review and adoption process. The Curriculum Council shall serve as a resource in curriculum and instruction matters, staff development, district accreditation, and the long-term evaluation of curriculum and instruction. The Curriculum Council does not make managerial decisions related to buildings, personnel, budgets, or other items reserved for the administrative team.

Section 9 Field Trips & Transportation Manifest

Field trips should be arranged at least two weeks in advance. The staff member requesting the field trip needs to complete a “Field Trip Request Form” and turn it into the principal. After the principal has approved the trip a copy of the request will be placed in the teacher’s mailbox. The staff member should then complete a “Bus Request Form” and turn that into the building secretary. Teachers are responsible for completing and submitting a transportation-boarding list for each activity when transporting of students is required.

Section 10 Student Records

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or guardian to release any information from a student’s education record. Educators 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”.

A file relating to a student shall exist. All materials placed in the student’s file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files. The student shall have the right to answer any material filed and the answer shall be submitted to the person(s) responsible for keeping the files, who shall attach to it all file copies.

Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.

Section 11 Guest Speakers

Teachers are requested to inform the Office at least a day ahead of having a speaker in their classroom. This helps welcome them to the school and helps determine where they are to be.

Section 12 Middle School Student Handbook

Teachers are responsible for reviewing and follow the content of the Waverly Middle School Handbook.

Section 13 Collection of Money

Students should not be assigned to collect money without administrative approval each time the need arises. All money that is collected should be deposited to the building's activity account and payment should be completed with a district check. Receipts need to accompany all transactions.

Section 14 Activities at lunch

If time allows during lunch students will be allowed to go into the gym or outside (depending on weather) to move around, shoot baskets, or bump a volleyball.

Section 15 Professional Growth Board Policy 2300

The Board expects its administrative staff to be informed on contemporary educational issues and therefore encourages active participation in the respective professional administrative organizations, including state, regional, and national associations. Accordingly, the Board authorizes and will fund, within budgetary limits, attendance at state, regional, and national conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship consistent with the school district's educational objectives.

The Superintendent of Schools, per contract, may attend a national convention annually and will administer an itinerary of conference attendance by other district administrators, including national conferences, which will be accorded on an every-other-year basis. Exceptions may be allowed if an administrator is appointed or elected to an organization office that allows national conference attendance at the expense of the organization, or invited to give a major presentation at a national conference. Periodic reports will be given to the Board regarding administrator attendance at conferences.

Section 16 School Related Accidents

All major injuries shall be reported to the principal immediately. A report of their injury will be kept on file. Each injury will require an accident report form to be completed by those that witnessed the accident and the certified staff member on duty.

Section 17 National School Lunch Program & District Food Policy

The sale of any foods in competition with the National School Lunch and School Breakfast Programs anywhere on school/institution premises during the period beginning one half hour prior to serving breakfast or lunch and lasting until one half hour after the serving of breakfast or lunch is prohibited. Students must have the opportunity of a school lunch on all scheduled school days even when students are on a scheduled activity away from the building (i.e. fieldtrip). **The District also has an acceptable snack list that needs to be followed by teachers and parents throughout the year. Teachers should not provide snacks that are not on this list.**

Section 18 Teacher Evaluation Information & Requirements

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

Section 19 Probation/Tenure

Certified employees who serve at four-fifths full time equivalency (FTE) or more during at least three-fourths of the school year for three consecutive years, unless their contract is amended or terminated, shall attain permanent certification status (Tenured). During the initial three years they shall be considered probationary certificated employees. Those who are contracted for less than .8 FTE accrue tenure status proportionally, e.g., a half-time teacher would attain tenure in six years.

Section 20 Internet Usage Information & Requirements Board Policy 4043

The faculty at School District 145 utilize Internet access to supplement the curriculum. Students will not be able to randomly search the internet. Teachers will provide direct explicit instruction and will supervise students when the Internet is being used. Teachers need to follow the provisions of Board Policy 4043 in regards to appropriate use.

Section 21 Professional Goals Requirements & Forms

All certificated staff are required to participate in an annual goal setting process.

Section 22 Safety Plans

All teachers are responsible for reviewing and following the content of the Waverly Middle School Safety Plan. This plan will be provided to all teachers.

Section 23 Attendance Procedures

1. Attendance must be submitted on Power School each period.
2. Send late students to the office for an admittance slip if your attendance has already been recorded. The office staff makes a phone call to a parent about an absent child; it is critical to have accurate and timely information. Students that have an admittance sheet have already been to the Office and their attendance was documented at the office.
3. Students are considered as one of the following: present, absent or tardy. Please be sure to pass on notes to the office that you receive about students being absent. Send all notes that you may receive from home to the health office as you receive them.

4. If a student leaves during the day for an appointment, have them check out in the office and make sure that they have a readmit slip from the office when they return.

Section 24 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their classroom and designated locations through the school building.

2. Text Book and Room Inventory

All textbooks and teaching materials should be stamped with the school stamp. Price of book, date of purchase and the book's number should also be placed in the book. Textbooks, by number, should be checked out to students. Please note condition of the book at the time. Students may be fined for damage or loss of textbooks and/or material when handed in at the conclusion of the school year. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. Each student is responsible for his or her assigned materials. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine. Teachers shall assess fines with the approval of the principal for lost, abuse and excessive wear to texts. Fines vary according to the cost of the text, year it was purchased and amount of damage. All fines shall be paid before the final report card is sent home.

3. Use of Cell Phones *Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.*

4. Telephone Calls and Voice Mail

Only emergency calls are to be received by pupils and staff members during school hours. Students may not call home unless they have teacher or administrative approval. Long distance phone calls in the course of school business should be made as needed for school purposes.

5. Use of Para Professionals

Para Professionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. **A Para Professional must not, however, assume teaching responsibilities.** The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Para Professionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the

teacher, helping to supervise students, copying tests and other written material, organizing class materials, and preparing bulletin boards. Para Professionals are to work only on their assigned workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval. Para Professionals should not be solely responsible for grading student work or making accommodations and modifications for students. This is a primary role of the teacher.

6. Use of Student Assistants

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades.

7. Checking Out of Equipment

All employees are responsible for overseeing the care, inventorying, and security of equipment, materials, and facilities associated with their job assignment. Any damage or non-functioning items vital to job performance should be reported immediately to a principal or supervisor so that repairs or replacements can be affected. Further, if valuable items of equipment or material cannot be reasonably secured, the situation should be reported to a principal or supervisor for corrective action. Moreover, any incident of theft or vandalism involving school property should be reported immediately to the building principal.

No school-owned property is to be used at any time for personal use or private entrepreneurial activity. Copying machines, for example, are to be used only for school related business and activities. Principals and supervisors may exercise their discretion to allow the personal use of some equipment, such as computers, if said use might enhance the skill of the employee or if said use is being done on behalf of the school. No major equipment items are to be removed from the buildings or campuses without specific permission from a principal or supervisor.

8. Requisition of Equipment and Supplies

The basic policy regarding business procedures is that all purchases must have approval. All expenditures require approval of the building principal before forwarding to the central office. The final approval of all expenditures resides with the superintendent via the business director or building principal. Any purchases, which are bought by any other method, are not allowed and those expenditures are not reimbursable. Receipts are required for activity account purchases prior to reimbursement. Any charges also require a receipt to be handed to the Office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

9. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the

day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy 4043.

10. Teacher Mail Box

Most employees have a mailbox or designated work area where they may receive school-related memos, bulletins, and other communications. If personal mail is received at school, it will be distributed also, unmonitored, via this system. All personal mail must include postage when turned into the office. Employees may have free access to this system to communicate with one another, with the exception of the distribution of commercial and politically oriented materials, and with the further exception that any building-wide or district-wide distribution of materials must first be approved by a principal or the superintendent respectively.

11. Teacher Meetings

Staff meetings are scheduled to facilitate school business, professional development, and assist with the overall operation of the school.

Section 25 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to:

- Report to all duty assignments on time.
- Be observant while supervising students. Supervising teachers should not be standing together visiting during supervision times.
- ***Never leave your classroom unattended***; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance.
- If you are on recess duty, your responsibility is to supervise the students in your assigned area.
- Be careful with your language. You should not use profanity or abusive language. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Student Searches

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students,

employees and visitors to the school district facilities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search and turn it over the law enforcement authorities when necessary. The **principal** or those designated are responsible to conduct any searches.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Student Attire

The major responsibility for personal dress and grooming habits rests with the parents and home of the individual child. Recognizing that cooperation between school and home is necessary, School District #145 accepts a responsibility to help students, as part of the educative process, develop values which contribute to good taste, cleanliness and decency in matters of dress and grooming. The school-accepted responsibility will be met through instruction and guidance. All professional staff share in this responsibility.

Students will be expected to dress in attire appropriate for school. Appearance or dress which distracts or interferes with the instructional environment will not be permitted.

Recommended standards upon which instruction and guidance will be based: While in school, students should be dressed and groomed in a manner which reflects that school is the "place of business" for youth. They should dress in keeping with moderate current style, but all dress should be neat, clean, decent, and in keeping with moral and health standards.

The administration shall determine whether the guidelines outlined in the student handbook are being followed.

Section 26 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing and explicitly teaching expected behaviors and classroom expectations on a consistent basis, and being familiar with the student handbook. **All staff** members are responsible for **all students** in the hallways, in the restrooms, at assemblies, etc. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

CONDUCT: Students are expected to act in such a fashion that their behavior will reflect favorably on the individual and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibility and obligations and discharge them in accordance with the school regulations.

CONTROL (AUTHORITY): Each teacher has authority over all students. Policies and rules are to be explained to the students so that the students know what the expectations are. Discipline problems should be handled when they arise and not allowed to build up until they become too big to handle. They should be communicated to parents by a phone call or a meeting.

DETENTION: Keeping students after school is a means of improving student behavior and performance. It is used after other attempts of correction have been tried. The teacher assigning the detention shall assist the child and supervise the child during the period. Parents shall be notified by the teacher of the prolonged school day. Generally the child will stay the day of the offense. Refusal to stay could result in suspension. Any deviation from this procedure will require special permission from the principal. The school shall not provide transportation when a student is assigned a detention period.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the school counselor or the Principal about possible alternatives in discipline procedures.
4. If a student continues to cause problems, inform the administration for additional assistance. Be sure to state the problem clearly and be prepared to provide documentation.
5. Follow up on any referral. The student may go to the principal or the counselor when sent. The administrator or counselor will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. This is why documentation of behaviors is critical. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules for

- Eagle Elementary, Hamlow Elementary and Waverly Intermediate Schools.
9. Violations of student rules, which are also violations of state law, are required to be reported to law enforcement. Make a report of such conduct to the Principal.

Section 27 Anti-Bullying Policy Board Policy 5011

One of the missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Section 28 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the health assistant or school secretary and are to be stored in the health office.

If students must take medication and/or perform medical procedures during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 29 Reporting Child Abuse and Neglect - Board Policy 5023

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Section 30 Staff Parking

Waverly Middle School

Staff parking is located on the east and west side of the building. Staff are not allowed to park in the visitor parking stalls on the west side of the building.

Section 31 Technology & Internet Acceptable Use Policy

Administrative Regulations for Board Policy 4043

District 145 uses content filtering and protection measures, which blocks and/or filters Internet access to prevent access to certain Internet sites that are not in accordance with the policies of the District.

The filtering measures that block or filters Internet access may be disabled by an authorized staff member for bona fide research purposes or for specific sites if recommended by a District administrator or approved by a District technology staff member. An authorized District technology staff member may override these protection measures to provide access to a site for a student, during which time the student will be monitored directly by the authorized staff member or designee.

Any issues with the content filtering systems need to be brought to the attention of the administration, or the District Technology Director. These filtering systems are not guaranteed to filter all content that is not in line with the policies and educational goals of District 145, therefore all Internet use is at the liability of the user.

Objections to Internet Protection Policies:

An individual who has been granted access to the Internet and desires to access an Internet site that is not compliant with board policy may challenge the enforcement of the policy according to the following procedures:

Internet site review requests should be directed to a member of the District technology staff in writing for consideration. If it is determined that the site has educational purpose, the site may be unblocked or a change may occur in the filter of that site. The educational validity of the site is subject to the review of the Technology Director and/or administration.

If deemed appropriate for educational or work-related purposes, the Technology Director or designee will unblock the site. Challenges to the application or enforcement of Internet Safety Policy that cannot be resolved will be addressed through the District 145 administrators and the established grievance procedures.

Regulations for District 145 staff receiving a laptop computer or other technology device:

Laptop computers, I-pad, I-pod, or other mobile device will herein be referred to as a “technology device.” The technology device assigned to a staff member is to be utilized to support all school related activities. The technology device must accompany the staff member to school every day that school is in session. The technology device can leave school with the staff member but must return the following school day.

The staff member is responsible for the safety and security of the assigned technology device at all times. The technology device shall be secured in a locked drawer, office, cabinet, or closet when not in use before, during or after the school day. The staff member accepts the responsibility if the assigned technology device is left in a vehicle in which theft or damage from temperature extremes could occur.

The assigned technology device is the property of District 145 and will be managed by the Technology Department. The technology device shall be labeled for the purpose of property identification. The tag will not be removed for any reason.

The assigned technology device will need periodic upgrades and/or repairs that will be performed by the Technology Department. The technology device shall not be used by an unknown or unauthorized person. All contents of technology device can be accessed at any time necessary by the Technology Department or Administration.

If software/hardware problems arise, the laptop/computer may need to be restored to its original settings, which may result in all work files lost during the restore process. The employee will maintain backups of all files to an external device or file server. All files housed on the technology device are the property of District 145 and may be accessed by the Technology Department or Administration at any time.

The employee may be responsible for any costs that can be attributed to negligence, intentional misuse, carelessness, or the loss of the technology device and/or all peripheral items. Vandalism is defined as any willful or malicious act of destruction or an attempt to harm or destroy any hardware, software or data belonging to District 145 or another user. This includes uploading or creation of computer viruses. Vandalism will result in the employee paying for repair and/or technician time to restore the technology device to previous conditions.

It is expected that each employee assigned a technology device understands the responsibility for following and abiding by policies and regulations at all times while using any technology device. Upon resignation from the District, the assigned technology device will be returned to the Technology Department in working order and all files will be removed prior to reassignment in the District.

Section 32 Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints - Board Policy 4023

Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints
Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:

- a. The maximum penalty for the crime equals or exceeds six months incarceration;
- b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up

to and including termination.

Section 33 Professional Boundaries Between Employees and Students - Board Policy 4025

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student’s home when the student’s parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Section 34 Recording of Others - Board Policy 1102

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent’s designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Article 5 – ACADEMIC MATTERS

Section 1 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited

English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services.

Section 2 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by School District 145. Teachers are required to maintain a current copy of their classroom schedule on file in the office. These schedules are to denote time for all of curricular areas as determined by the Nebraska Department Education. (See the appendix at the back of this handbook for NDE guidelines on usage of instructional time.)

Section 3 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. Each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades. Each teacher shall record grades in the Daily Class Record (Power School). A sufficient number of grades must be recorded in the grade book to justify all mid-quarter. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. The grading system in the is one that takes into consideration each individual student’s current achievement. Grades are determined by percentages, judgment of teachers and/or achievement grouping. No other grade scales are to be used on official records or reports.

A	94 –100 Percent
B	86 – 93 Percent
C	78 – 85 Percent
D	70 – 77 Percent
N	0-69 Not Acceptable

Reports to Parents. Pupils’ progress shall be reported to parents four times yearly following the close of teacher quarterly period. Classroom teachers will distribute report cards to students on Wednesday following the end of each report period.

Section 4 Homework

Usually the amount of homework assigned in the middle school should not take more than 60 minutes of home study. The importance of parents showing a sincere interest in their child's schoolwork cannot be over-emphasized. Teachers are to take in account other assignments made by other teachers. Teams and departments will work to balance the amount students are assigned.

Section 5 Student Retention

It is sometimes necessary for a student to repeat a level of instruction to increase a child's potential in later life. Whenever there is the potential for retention, the Board Policy on Retention will be followed.

Section 6 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Student-Teacher conferences will be held during the first quarter and third quarter each year.

Section 7 Title I Parental and Family Engagement Policy - Board Policy 6410

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational

agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Section 8 Reading Instruction and Improvement Policy

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade. For more information, see Board Policy 6970.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The board of education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Also, the board authorizes the district school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will carry out and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the board directs that this policy be included in all staff and student handbooks and that this policy be posted in staff lounges and workrooms.

Section 2 Smoke and Tobacco-Free Workplace

In order to promulgate a healthy environment for students and staff and to encourage healthy behaviors in students, it is the board's policy that there will be no tobacco use in any school building or school vehicles at anytime. Furthermore, in a like manner, tobacco use is prohibited on school grounds at all times. This regulation applies to all students, staff, patrons, and visitors.

Section 3 Use of School Facilities

Teachers will be issued keys to the school. Keys that are appropriate for your teaching area will be distributed during the start of the school year and are to be returned at the conclusion of the school year. Teachers may keep their keys over the summer with administrative approval. Teachers are expected to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items, which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 4 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal and complete a Maintenance Request Form. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 5 Visitors & Volunteers

District 145 welcomes and encourages visitors and volunteers. In order to help insure this, we ask that visitors call ahead and make arrangements to visit because there are times when the class may be on a field trip, involved in a practice for a music program, taking a test, or a substitute may be teaching. Students who attend other school districts may not attend ours when they are on vacation. We do not have the authority to assume responsibility for them. **All visitors must check in at the Office, sign in and wear a visitor's badge while visiting the school.** Teachers are only to have visitors on school property with the permission of the principal. Included in the definition of visitors are family members of the teacher.

Section 6 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise to contact the teacher while engaged in the teacher's duties. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit.

Section 7 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 8 Video Surveillance

Waverly Middle School is monitored by security systems. Information gathered through use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

Section 9 Copyright and Fair Use Policy

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons secure permission, licenses, or other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright.

Section 10 Worker’s Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their principal and complete all appropriate paperwork.

Section 11 Safe Pupil Transportation Plan

The Safe Pupil Transportation Plan sets forth the District’s plan for providing safe transportation to students being transported in pupil transportation vehicles. See Board Policy 3110 for additional information.

Section 12 Driver Certification

Driver certification is required for all persons who (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District. See the appendix in the back of this handbook for additional information.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

School District 145 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Director of Special Education/Student Services Coordinator has been designated to handle inquiries regarding the non-discrimination policies, including Federal Title IX and Section 504 compliance procedures, for students, employees and others:

Delanie McMillan, 14511 Heywood Street, P.O. Box 426, Waverly, NE 68462 (402) 786-2321.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), orocr.kansascity@ed.gov.

Section 2 Anti-discrimination & Harassment Policy

ZERO TOLERANCE FOR HARASSMENT

School District 145 – Waverly is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, School District 145 – Waverly will protect employees in the workplace.

In general, ethnic or racial slurs, jokes or other verbal or physical conduct relating to a person's race, color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor's handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the principal.

If the employee is still not satisfied with the handling or outcome of the complaint, or he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. School District 145 – Waverly will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

For more information refer to Board Policy 4010

Section 3 Confidentiality of Student Records (FERPA)

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or guardian to release any information from a student's education record. Educators 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".

A file relating to a student shall exist. All materials placed in the student's file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files.

The student shall have the right to answer any material filed and the answer shall be submitted to the person(s) responsible for keeping the files, who shall attach to it all file copies.

Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.

Section 4 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.



YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you any of the following because of this status:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.



**U.S. Department of Labor
1-866-487-2365**

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DDL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, depending on the employer, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.pdf>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.



1-800-336-4590

Publication Date—February 2005

Employee Rights and Responsibilities under the Family and Medical Leave Act - Board Policy 4005

Family and Medical Leave Policy Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee last used an FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

2018-2019
SCHOOL DISTRICT 145



District Calendar

August '18							September '18							October '18						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5	6	
5	6	7	8	9	10	11	9	10	11	12	13	14	15	7	8	9	10	11	12	13
12	13	14	15	16	17	18	16	17	18	19	20	21	22	14	15	16	17	18	19	20
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27
26	27	28	29	30	31		30							28	29	30	31			

November '18							December '18							January '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	2	3	4	5	6	7	8	1	2	3	4	5		
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
25	26	27	28	29	30		30	31						27	28	29	30	31		

February '19							March '19							April '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	
3	4	5	6	7	8	9	10	11	12	13	14	15	16	7	8	9	10	11	12	13
10	11	12	13	14	15	16	17	18	19	20	21	22	23	14	15	16	17	18	19	20
17	18	19	20	21	22	23	24	25	26	27	28	29	30	21	22	23	24	25	26	27
24	25	26	27	28			31							28	29	30				

May '19							June '19							July '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5	6
5	6	7	8	9	10	11	9	10	11	12	13	14	15	7	8	9	10	11	12	13
12	13	14	15	16	17	18	16	17	18	19	20	21	22	14	15	16	17	18	19	20
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27
26	27	28	29	30	31		30							28	29	30	31			

- August**
 10 - New Teacher Orientation
 13-14 - Teacher In-Service K-12
 15 - Student First Day Grades 6-12
 16 - Student First Day Grades K-5
 29 - Early Dismissal; In-Service K-12
- September**
 3 - Labor Day; No School
 26 - Early Dismissal; In-Service K-12
- October**
 15 - No School
 16 - No School; Teacher In-Service K-12
 31 - Early Dismissal; In-Service K-12
- November**
 14 - Early Dismissal; In-Service K-12
 21 - No School; Teacher Comp Day
 22-23 - No School
- December**
 5 - Early Dismissal; In-Service K-12
 21 - Student & Teacher 12pm Dismissal
 24-31 - No School
 22-26 - NSAA Moratorium
- January**
 1-3 - No School
 4 - No School; Teacher In-Service K-12
 7 - Classes Resume K-12
 16 - Early Dismissal; In-Service K-12
- February**
 6 - Early Dismissal; In-Service K-12
 15 - No School K-5 Only
 Elementary Teacher Plan Day
 18 - No School; Teacher In-Service K-12
- March**
 7 - No School; Teacher Comp Day
 8 - No School
 11 - No School
 12 - No School; Teacher In-Service K-12
- April**
 19 - No School
 22 - No School
 24 - Early Dismissal; In-Service K-12
- May**
 19 - Graduation
 22 - Student's Last Day 12pm Dismissal
 23 - Teacher Work Day (1/2 Day)*
 27 - Memorial Day

*Scheduled inclement weather dates for students are
 May 23, 24, 28*
 *Additional teacher contract days if necessary for inclement
 weather are May 24, 28, 29*

Early Dismissal Times
 Eagle: 12:55, Hamlow: 1:10, WIS: 1:20, MS 1:15, HS: 1:30

12pm Dismissal Times (Dec 22 & Last day of school)
 Eagle: 11:25, Hamlow: 11:40, WIS: 11:50, MS: 11:45, HS: 12:00

	No School for Students
	Early Dismissal
	12pm Dismissal
	No Students K-5 Only

Quarter	Ends	Days	Semester	Teacher
1st	Oct 12	42		
2nd	Dec 21	43.5	85.5	90.5
3rd	March 7	43		
4th	May 22	48.5	91.5	95.5
Total		177	177	186

Including Communities of Alvo, Eagle, Prairie Home, Walton, and Waverly
 P.O. Box 426 Waverly, NE 68462 www.district145.org/calendars