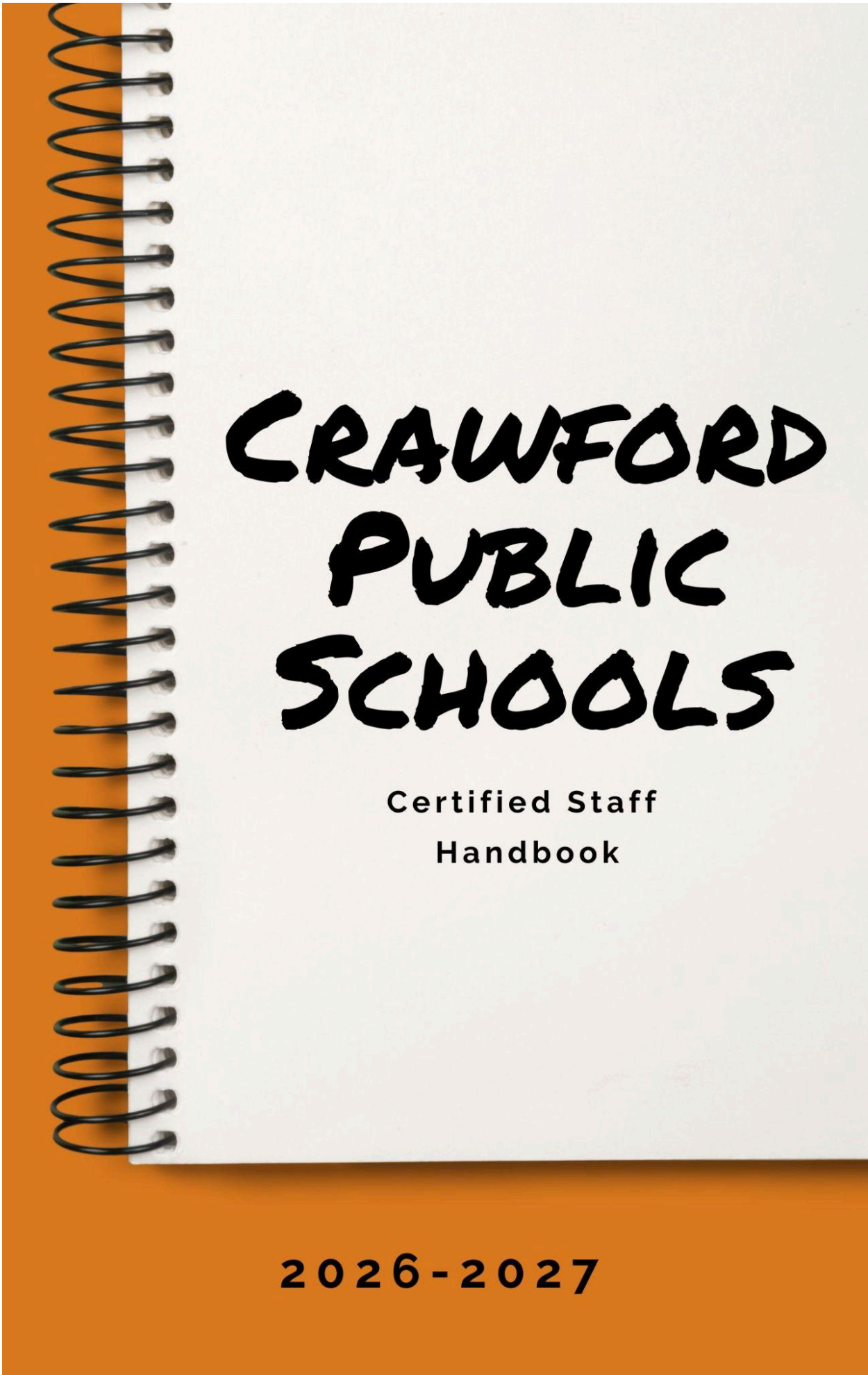


The image shows the front cover of a spiral-bound notebook. The cover is white with a black spiral binding on the left side. The text is printed in a bold, black, hand-drawn style. The title 'CRAWFORD PUBLIC SCHOOLS' is centered in the upper half. Below it, 'Certified Staff Handbook' is centered in a smaller, sans-serif font. At the bottom, '2026-2027' is centered in a bold, black, hand-drawn style. The notebook is set against a solid orange background.

CRAWFORD PUBLIC SCHOOLS

**Certified Staff
Handbook**

2026-2027

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The Intent of the Professional Staff Handbook:

The intent of this handbook is to provide a framework for decision-making among certified, district staff members PK-12. It provides general information concerning policies and procedures concerning the day-to-day activities of the school district and staff, and is provided with the intent that review of the document by administration and staff members will be accomplished during each school year.

Crawford Public Schools Board of Education Members

Joe Vogel	Board President
J.R. Wasserburger	Vice President
Erin Norman	Treasurer
Don Edelman	Secretary
Jarrold Allen	Member
Steve Mallery	Member

Central and Building Administration

Keri Homan	Superintendent of Schools
Matt Stetson	PK-12 Principal

Administrative Professionals

Teresa McGinnis	District Bookkeeper
	District Board Secretary
Julie Van Beek	7-12 Secretary
	PK-6 Secretary
	Nutrition Program Coordinator

District Mission Statement

Crawford Public Schools in partnership with our parents and community, are committed to challenging our students to develop ownership in their own education and empower each student to become resourceful, respectful and responsible citizens.

District Vision

Graduates of Crawford Public Schools will become lifelong learners with the ability to be successful in life

School Improvement Goals for Student Achievement

All Crawford Public School students will be proficient and/or show growth as measured by state and local Math Assessments.

All Crawford Public School students will be proficient and/or show growth as measured by state and local ELA/Reading Assessments.

Non-Negotiable Goals for Instruction

Systemic implementation of research validated instructional and engagement strategies.

Develop and nurture 21st century teaching and instructional modalities to promote student achievement.

Strategic Objectives to Achieve District Goals

- a.) Teachers will receive professional development regarding Danielson Instructional Strategies and Teach Like a Champion;
- b.) Teachers will incorporate into their weekly lesson plans Danielson Instructional Strategies and Teach Like a Champion:
- c.) Administration will review lesson plans and observe classrooms regularly to ensure these strategies are utilized;
- d.) The Superintendent will provide a report each semester to the Crawford Board of Education which outlines the current status of this goal (areas of success, areas needing improvement and/or further support, and recommendations.)
- e.) The Crawford Board of Education will support this need for professional development by supplying the financial support necessary.
- f.) The District will Protect and Foster the Learning Environment by:
 - o Eliminating any/all unnecessary classroom interruptions
 - o Scheduling activities aside from school hours as much as possible
 - o Only professional development workshops pertaining to research validated programs will be attended by staff

Guiding Principles & Expectations

The expectations, protocols, and rules which govern all aspects of Crawford Public Schools are supported and sustained by the following five guiding principles.

- 1) Civility and Respect: All employees of Crawford Public Schools will interact with others in a manner which fosters civility and respect.
- 2) Respect the Educational Process: Ensure that all we say and do supports our students receiving a quality education.
- 3) Health and Safety: All employees will act in a healthy and safe manner.
- 4) Legitimate Educational Purpose: Everything we "do" must have or support a legitimate educational purpose.
- 5) Property Rights: Treat all property in a respectful manner.

In addition, the expectations, protocols, and rules governing nearly all aspects of Crawford Public Schools are further supported and sustained by the following 6 P's

1. Positive Mental Attitude:
 - a. We control our attitude. Every situation can be handled either in a positive or negative manner. We choose which one. Our work environment is created by what we choose to say and do, what we choose not to say and do, and/or by what we allow others to say and do each day of each week of each month.
2. Polite
 - a. Treat others the way you wish to be treated; especially when you do not feel like it and/or they may not be deserving of such. When mercy and grace are extended, everyone benefits.
3. Prepared
 - a. Bring your best every day in every way (physically, mentally, and emotionally). We expect such from our students so modeling it should be our norm.
4. Participate
 - a. You have skills, insights, and aptitudes your colleagues need, your school needs, and this district needs. If you are on the fence - get off. If you are on the wrong side of the fence -climb over and join in. Choose to be a part of the solution!!
5. Produce
 - a. Set high goals and expectations for yourself first and your students second. Get the job done in a way that stretches you and empowers your growth as a professional teacher.
6. Prompt
 - a. Be on time. This communicates respect for self and for others. We expect such from our students and we must lead by example.

Accidents/Illnesses

Accidents

Report all accidents (staff and/or student) other than minor abrasions to the appropriate building office. Accident report forms must be filled out and turned in to the building principal as soon as possible after the accident. The following student guidelines are recommended:

- a. The staff member is expected to make the initial evaluation of the student's injury
- b. If the staff member feels the injury is serious, contact the building principal. Do not move the student or adult. If the administrator is not available, contact the next available administrator or the staff member left in charge in an administrator's absence
- c. If an illness or accident is serious, the building principal or office will call the parent to come and pick up their child or evaluate their child's condition;
- d. The school nurse, when available, will review injury reports and follow-up as needed.

Illness (Student)

The following guidelines should be followed when dealing with student illness:

- a. Do not handle any bodily fluids without proper protection. (i.e. rubber gloves, disinfectant);
- b. If you suspect a child has a communicable disease or communicable medical condition, contact the building principal or nurse. The office will contact the parent/guardian to take the child home as it is essential we protect the other students from any communicable disease;

Illness (Staff)

In the event of staff illness, teachers are to call their building secretary to secure a substitute. Professional courtesy dictates this call occur between 6:00 and 6:30 A.M.

Assemblies

Assemblies are designed to be both educational and entertaining and are therefore viewed as a part of the curriculum. They also provide opportunities for students to learn proper audience behavior. Regardless of the assembly's message and content, proper courtesy is expected.

It is each teacher's responsibility to instruct students that talking, whispering, booing, using electronic devices, etc. are disrespectful and unacceptable behaviors. To facilitate appropriate student behavior, all teachers must be in attendance, seated with their classes, and help supervise all students.

Blood Borne Pathogens and other Bodily Fluids

Procedures

The Healthy Nebraska School/Community Program has identified the PACK Universal

Precautions (PACK UP) for schools to use. Crawford Public Schools has identified this system as the one which will be in use when dealing with students and co-workers. This pack, available for all staff assigned to work on the playground, in various classrooms, on field trips, in the kitchen, and in the library/media center, consists of:

Latex gloves

- available in appropriate sizes
- available in protective container
- for one-use only whenever bodily fluids are present
- to be disposed of properly

Paper towels or other absorbent materials

- for use in absorbing blood or other fluids

Band-Aids

- in various sizes

Plastic bags

- used to dispose of items which may have blood or body fluids on them to be sealed and disposed of properly

Staff members are taught that most students and co-workers are able to wash their own wounds, hold a tissue to their own nose, and apply their own Band-Aids. However, staff members working with students or co-workers with open wounds, nose bleeds or who are vomiting are expected to use Universal Precautions. Staff members are responsible for keeping their PACK UP kit stocked.

Staff members are not to administer medications in the form of disinfectant salves or lotions, Hydrogen Peroxide, or other over-the-counter aids. A school nurse may choose to use these products. A parent may choose to come to school to use these products with their own child.

Glove Removal:

As important as wearing gloves is proper removal. Please follow these guidelines:

- with both hands gloved, peel one glove off from the top to the bottom and hold it in the gloved hand;
- with the exposed hand, peel the second glove from the inside, tucking the first glove inside the second;
- dispose of gloves by sealing inside a plastic bag;
- never touch the outside of the glove with your bare hand;
- every time you remove your gloves, thoroughly wash your hands (see below).

Hand-Washing

The most important work practice is hand-washing which minimizes contamination from your hands to other parts of your body or other surfaces.

Staff members should wash hands with non-abrasive soap and running water:

- every time gloves are removed;
- if skin comes into contact with blood and other body fluids.

If hand-washing facilities are not available, staff members are to use an antiseptic hand cleanser. This is a temporary measure only. Wash your hands with soap and running water as soon as possible.

Vomit Clean-Up

Each classroom is to have a container of absorbent/deodorant material which is to be sprinkled on the vomit. Students should be moved away to avoid contact with body fluids.

If maintenance personnel are available, that person should be notified of the need for clean-up. Regardless of who becomes responsible for the clean-up, the following procedures must be followed:

- hands should be gloved;
- using a hand broom, the absorbent materials should be swept into a dustpan and dumped into a garbage bag;
- the dust pan and hand broom should be bagged and tied securely;
- a disinfectant will be made available to staff for use when the custodian is not available;
- once mopping is complete, gloves should be properly removed, placed in the bag with the other materials, and the bag should be securely tied;
- both tied bags should be taken to the custodian's trash container;
- the mop should be left soaking in the disinfectant until the custodian is available;
- notification must be made to the maintenance staff and custodial staff that materials are in the custodian's room which must be treated appropriately.

Personal Protection

Additional protection is afforded by:

- minimizing splashing, spraying, and splattering when attending to an injured or ill person;
- not eating, drinking, applying cosmetics or lip balm, or handling contact lenses when attending to an injured or ill person, especially where there is blood present;

HBV vaccination

- Rolling up your sleeves, for this vaccination may be one of the best ways to prevent Hepatitis B infection. The vaccination may be given within 24 hours of exposure.

Accidental infection and indirect transmission: You can become infected by cutting yourself with a contaminated sharp object like: broken glass, sharp metals, paper cuts...etc.

Some blood borne diseases can also be transmitted when you touch a contaminated object or surface and then transfer the infection to your mouth, eyes, broken skin, and/or nose. HIV is transmitted mainly through sexual contact, but also may be spread by contact with blood and body fluids. HIV is not transmitted by touching or working around people who carry the disease.

Budget Requests

All budget requests (supplies, text books, materials, etc.) will be handled within the district. These requests should be made through WebLink. All ordering must be requested through WebLink. Instructions will be provided on how to complete requisitions at the beginning of the year.

Bulletin Boards

Please change your bulletin boards periodically. Student work should be displayed as long as FERPA is maintained. You are responsible for hallway displays as well as boards within the classroom.

Care of Building, Property, and Equipment

When staff members note that the building, property, and/or equipment are damaged, either by intention or accident, they shall communicate the damage to the principal. Staff members are required to supervise students so that damage to the school building, property, and/or equipment, does not occur.

Cell Phone Use

Staff members are not to send or receive cell phone calls or text messages during student contact time (cell phones are to be off and out of sight) and this includes recess. If an extenuating circumstance exists, please visit with your building principal. Personal calls or text messages should only be sent during scheduled breaks without students.

Chain of Command/Complaints/Grievances (Board Policies 1020, 1030 & 4240)

Staff members are expected to use the chain of command when concerns and/or problems arise. Our goal is to achieve the best working conditions by solving problems at the lowest level possible. If resolution is not reached, the staff member can utilize the next level. Staff may use the grievance procedure per district policy. The District's chain of command is as follows:

School Board
Superintendent
Principal
Certified Staff

Very few exceptions exist. It is essential to start at the lowest level which in most cases will be your direct supervisor.

Child Abuse Reporting (Board Policy 5402)

Report suspected child abuse and/or neglect

Nebraska state law requires school personnel to report cases of suspected child abuse to the proper authority. If you have reasonable cause to believe a child is being abused or neglected, report the matter immediately to either the building counselor or building principal. This individual will ensure an investigation takes place and the necessary authorities are notified if warranted. Please document your contact with the counselor and/or the principal and include details such as the day, date, time, and a brief narrative of the situation.

How to respond to a child reporting abuse

Tell the child that you believe them and that you are going to contact people who can help. Respect the privacy of the child. The child will need to tell their story in detail later, so don't press the child for details. Remember, you need only suspect abuse to make a report. Don't display horror, shock, or disapproval of parents, child, or the situation. Don't place blame or make judgments about the parent or child. Believe the child if she/he reports sexual abuse. It is rare for a child to lie about sexual abuse.

Immunity

Anyone operating in good faith in the reporting of suspected child abuse and/or neglect, and who has reasonable grounds for making the report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Classroom Management

Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages the classroom whereas an ineffective teacher disciplines a classroom. The key to an effectively managed classroom is the implementation of routines and procedures. These procedures and routines must be established at the beginning of the school year and rehearsed until the students can proceed automatically.

Staff members should be vigilant and walk around the classroom while leading instruction. Sitting at your desk typically does not constitute proper student supervision.

Classroom Phones & Newsletters

Classroom Phones

Classroom phones are dedicated for the purposes of inter-school communication as well as for communicating with parents/guardians regarding student performance and concerns. Therefore, classroom phones may not be utilized by students. Students who need to call home should be directed to use the office phone during passing time. Staff members are to call 911 if they believe the situation warrants such action.

Classroom Newsletters and/or REMIND (elementary)

Each teacher is expected to develop and send home regular information and updates to parents. This information may be in the form of a Newsletter and/or Remind Updates, and should include pertinent information specific to your class such as upcoming activities, celebrations for good work, items needed for the classroom; curriculum, standards, and assessment information; student additions, if possible, and more. This data will be used as artifact data in your Performance-Based Teacher Evaluation. REMIND may also be used for day to day announcements and communication.

Committee Assignment/Participation

Various committee meetings will be held throughout the year. If you wish to join a committee, please contact the principal. Also, please make arrangements so committee meetings are free of

schedule conflicts. Staff members participating on a committee are expected to function according to the 6 P's listed in the front of this handbook.

Communication

Announcements

Announcements will be presented over the phone intercom system at the beginning of the day. Staff members wishing to have announcements read must present them to the secretary (in written form) by 8:00A.M. Intercom announcements will be kept to a minimum so students and staff should be silent and attentive.

Weekly Memo

All staff members will receive via email a memo regarding daily/weekly events. Should you have information that needs to be included, send the announcement to the principal in written form by Friday @ 4:15pm.

District Website

Our district website also lists events and important details for each building level.

Telephones

Use your prep time to make and receive phone calls. Staff will not be called to receive a phone call unless it is an emergency. Otherwise, the message will be placed in your mailbox.

Mailboxes

The mailboxes are located in the workroom at the elementary and the main office at the high school. Please check your mailbox in the morning, during your lunch, and at the end of the day. Please do not send students to pick up your mail as it may contain confidential information.

Voicemail/Email

Each teacher has voice mail and email capabilities. Please check for new voicemail messages and emails at least once each day. It is important that staff update and personalize the phone systems for outside calls/messages.

Confidentiality

Comments and discussions regarding the following student information must be considered confidential and only discussed with appropriate individuals in an educational setting: records, accommodations, health, school work, personalities, and behavior problems.

Discussions among staff about students should focus on improving behavior and/or student achievement and should take place in a private setting. Student information should never be discussed in the staff workroom or with individuals that do not work directly with the student. All staff members are responsible for the maintaining of confidentiality regarding student information. FERPA rules apply. Please refer to the Confidentiality Agreement you signed if you have any questions. Staff members who violate confidentiality rules are subject to disciplinary action.

Parent/Guardian Communication

Parents/guardians should be contacted as soon as academic and/or behavioral challenges occur. Clear and consistent communication with parents/guardians regarding student performance is essential. Staff Members are expected to notify parents regarding student performance as needed. This can be done via email or Remind. If a child needs a hard copy, please make that available. It is important that Infinite Campus is updated each Monday so students and families can access up to date information and grade summaries for each/every class.

Building a positive relationship with parents/guardians is important. A copy of written communication to parents can be provided to the office prior to distribution. This can be done as an attachment in an Email. Examples include: Classroom expectations, welcome letters, discipline letters, special assignment communications, etc.

Community Events

It is the desire of the Crawford Public Schools to be an integral part of the Crawford community. Therefore, Crawford Public Schools' staff members are asked to attend a reasonable number of school and community events. All staff members are also asked to sign up to assist with at least one school event during the course of a school year (take tickets, line judge, keep book, run scoreclock...etc). A common sign-up sheet will be available in both elementary and high school offices.

Professional Boundaries (Board policy 4025, 4190 & 4260)

Staff Ethics and Conduct

Please remember the welfare of the students is the school district's primary concern. Therefore, it is the responsibility of all staff members to publicly support their colleagues, school programs and school activities.

If a concern regarding a staff member should arise, the chain of command must be followed. Talking about colleagues behind their backs and/or in a derogatory manner is both unprofessional and unacceptable.

If a concern exists regarding a department and/or a school program, please direct such concern, in a professional manner, to the building principal.

All Staff Members and Administrators should familiarize themselves with the "Standards of Conduct and Ethics for Holders of Public School Certificates" from the Nebraska Professional Practices Commission. This pamphlet is also sent out whenever a teaching certificate is issued. It offers guidelines concerning professional ethics and should be a part of every staff member's professional knowledge base.

Staff Conduct with Students

The Board of Education expects all staff members who represent Crawford Public Schools to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of board policy, staff members also include volunteers and coaches/sponsors.

The interactions and relationships between staff members and students should be based upon mutual respect, trust, an understanding of the appropriate boundaries between adults and students inside and outside the educational setting, and consistent with the educational mission of the district.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with Students. Staff members are encouraged to discuss issues with their building principal, or supervisor, whenever they are unsure whether particular conduct may constitute a violation of this policy.

Classroom behavior by the teacher should be an example of the highest quality. Proper language, gestures, emotional control, and mannerisms should model excellence for our students. Mean-spirited teasing, sarcasm, put-downs, and similar actions/behaviors/comments will not be tolerated and may warrant disciplinary action.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include, but are not limited to, the following:

- a. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment by Employees;
- b. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- c. Associating with students in any situation or activity that includes the presence of drugs, alcohol, or tobacco or that could be considered sexually suggestive;
- d. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such a discussion, staff members are expected to be supportive, but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- e. Sending a student on a personal errand;
- f. Sexual banter, allusions, jokes, or innuendos with students;
- g. Asking a student to keep a secret;
- h. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- i. Addressing students with terms of endearment, pet names, otherwise in an overly familiar manner;
- j. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- k. Being alone with individual students by closing a room door except when dealing with issues of health and/or anything considered confidential by appropriate personnel;
- l. Inviting or allowing students to visit the staff member's home;
- m. Maintaining contact with a student outside of school by phone, Email, Instant Messenger, text messages, or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);

- n. Exchanging personal gifts (beyond the customary student teacher gifts;
- o. Socializing or spending time with students (including, but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal.

Violations involving sexual or other abuse will also result in referral to the Nebraska Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

This policy is included in future employee, student and volunteer Handbooks.

Contracts and Compensation

Certificated employees will be compensated based on the most current Negotiated Agreement and Salary Schedule. Employees are required to utilize direct deposit with the payment taking place on or by the 15th of each month. Certificated employees are provided with a 125 plan for fringe benefits that may be applied to health insurance coverage. If interested, obtain the application in the business office. Staff may choose to participate in other salary deduction plans such as IRAs, tax sheltered annuities, and CTA dues. Please contact the business office for information regarding these or other possible salary deductions.

Crisis Plan/Emergency Drills

Please check your room(s) to ensure the crisis plan is visible and accessible to all adults. Please review the flip chart as it is a comprehensive guide to all drills and emergencies. All teachers will post and maintain emergency evacuation plans in their rooms.

Drills will be held as specified by state law. Students with special needs will be under the care of the classroom teacher and/or a specified special service staff depending upon the IEP of the student. Professional staff will assist with special needs students during drills and actual emergencies. Each classroom teacher is responsible for his/her students. Please refer to the parent/student handbook for specifics regarding each emergency drill.

Daily Schedules

A daily schedule is provided by administration. This will include core classes and specials, class periods (Jr. High-High School). No changes may be made to the schedules without discussion with and permission from the administration.

Duty Schedules: A duty schedule is provided by the administration. Teachers and staff are expected to be at their appointed duty post on time.

Breakfast duty begins at 7:30 A.M. and ends at 7:55 A.M. High School supervisors may leave as soon as all Jr. High and High School students are finished. See respective school schedules for other duties.

Class Schedules: Each teacher will have a class schedule posted in the classroom by the end of the first full week of school. A copy must be electronically sent to administration and building secretaries.

Detention

Junior High/High School staff assigned detention duty will meet students in the High School Library or can have detention in his/her own classroom if approved by the principal.

If a Junior High/High School teacher assigns a detention they must properly supervise students and the parents/guardians must be notified in advance, and this contact must be documented.

Elementary staff must properly supervise students who are kept after school for any reason (learning assistance, detention, etc...). Parent/guardians must be notified in advance and this contact must be documented.

Dismissing Student(s) from a Classroom

The following protocols must be used when releasing a student from your classroom for an out-of-school appointment:

- a. Students who must leave the school during school hours must be signed out through the office;
- b. At the elementary school, the office will contact the teacher in order to allow a student to leave a classroom. In the Junior High/High School the student must present a pass to be released from a classroom or be called down by the office.
- c. Do not allow a child to leave your room with anyone (parent, relative, friend, etc...) during the school day. If parents or persons picking up a child come to your room or playground area (which should not occur if other protocols are followed), please direct them to the office.
- d. If the adult says that they already signed them out, do not release the child. Direct them to the office and the secretary will call for the child.

Computers, Technical Equipment, and Copy Machines

If you notice that the computers and/or other technical equipment are out of order, please notify the IT Supervisor. You will need to submit a technology work order.

For elementary staff: No students will be able to use the copy machines at any time, before, during, or after school.

For secondary staff: Students will only be permitted to use copy machines with permission from staff.

District Policy

It is the responsibility of each staff member, certified and noncertified, to familiarize themselves with District Policy, Procedures, and Plans including but not limited to the following:

- Safety and Security Plans and Procedures
- Student Discipline Policy
- Teacher Evaluation Policy and Forms
- School Improvement Plans
- Special Education Plans and Procedures
- 504 Plans and Procedures
- Student Handbooks
- Grading and Evaluation Procedures
- Student Medication Policy and Procedures
- Alcohol and Drug Use Policy
- Sexual Harassment Policy
- Assessment Plan and Procedure
- Chain of Command and Grievance Procedures
- Crisis Management Plan
- Child Abuse and Neglect Reporting
- High-Ability Learner Plan
- Title I School Wide Plan

Dress Code

Staff members serve as role models for our students in grooming and appearance. Therefore, staff members are expected to maintain a professional appearance and dress appropriately for their particular assignment.

Clothing that is prohibited by students is also prohibited by staff. See the Parent/Student Handbook for this comprehensive list.

Drug-Free Workplace

Crawford Public Schools are dedicated to providing a drug-free workplace. Alcohol and drugs are prohibited substances and tobacco use, and the use of e-cigarettes and vapor products, is not allowed in the facilities or on school grounds.

Drug and/or alcohol use and/or abuse can cause great personal harm and penalties, including temporary and/or permanent release from employment, can occur if district policy governing drugs and/or alcohol is violated. Please review the district policy for additional information.

Emergency School Closings

In the event of school closings or other crisis information, staff and students will be notified via email, Remind, Facebook, the School Webpage, and/or Chadrad Radio. The nature of the notice may dictate the method of notification and confidentiality. Reference the parent/student handbook for further information.

Evaluations

The purposes of teacher evaluations are to improve instruction and increase student achievement. Therefore, administrators will conduct both formal and informal performance-based evaluations per district policy. Informal evaluations will be on a continuous basis. Supervision will be conducted in a constructive, candid, fair, and realistic manner. A review of the district's evaluation procedures will be conducted by the building principal at the beginning of the school year and not later than September 15th.

All evaluations of certified and noncertified staff members will follow district policy guidelines and appropriate Nebraska statutes.

All staff should keep a folder with examples of artifact data. Much of this data will be collected as part of the teacher's daily routine. Some items could include, but not be limited to: examples of parent and student communication, lesson plans, student progress data, assessment samples, scoring guides used, interventions for struggling students and those needing enrichment, videos of classroom instruction, and others. Each teacher should have a copy of the Evaluation Tool that is used by the district.

Federal and State Requirements

The district will maintain compliance with state and federal rules, regulations and laws. All district employees are expected to maintain compliance with these rules, regulations and laws. If a staff member has questions regarding any state and/or federal requirements, they should contact their immediate supervisor for information or assistance.

Field Trips, Off-Campus Learning, & Guest Speakers

All field trips and guest speakers must be approved ahead of time by the building administrator. Notification should be at least a week in advance of the scheduled event to ensure proper transportation and availability of space for the guest speaker.

Field trip experiences can be meaningful events which enhance classroom lessons. Teachers must adhere to the following requirements in scheduling and conducting field trips:

- a. It is expected that when trips are planned they are a part of the curricular process;
- b. Appropriate pre-learning and post-trip activities are expected;

- c. All students must ride the school bus to the event and back;
- d. Staff members are expected to convey behavioral expectations and consequences to students before and during the trip and provide constant supervision of students;
- e. Teachers will send a note home to parents on any field trip in and out of Crawford. The note will indicate the purpose of the trip, departure and return times, and other pertinent information. The note should be returned to the school with a parent's signature before the student may take part in the trip;
- f. If a parent does not wish to have their child participate, the parent must notify the teacher in writing ahead of time. The student will be provided an alternative school experience as planned by the teacher;
- g. Make requests to the Kitchen for sack lunches a minimum of a week in advance (if applicable);
- h. Make arrangements for medical needs to be taken care of, if applicable. Send a list of participants to the nurse and/or building secretary;
- i. At the elementary level, student to adult ratio on a field trip is 10:1. All staff supervision/coverage must be approved through the building principal.

Parents/Volunteers must adhere to the following requirements when assisting with field trips:

- a. A successfully completed background check must be on file in the Business Office (unless the Superintendent waives this requirement);
- b. Adults may be asked to assist on the field trip if extra supervision is necessary.
- c. Adults who help on the field trip may not bring other children;
- d. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules;

Flag Salute/Pledge of Allegiance

The flag salute will be conducted by the office as part of the morning announcements. State statute mandates schools to conduct this ceremony. Students are not required to actively participate in the Pledge of Allegiance; they may remain quietly seated. Students not participating in the Pledge must conduct themselves appropriately so others may participate free from distraction and/or ridicule.

Forms and Reports

The following forms and reports must be filed with the building administrator in a timely manner:

- Grades are to be entered into Infinite Campus by 8 A.M. on Monday;
- Student performance reports as required by building administration (i.e. progress reports, down slips, etc.);
- Staff absence requests as soon as possible prior to known absences and staff absence reports within 2 days of return from an absence;
- Staff reimbursement requests within five (5) days of expenses incurred;
- Requisition requests to the building administrator (all staff are required to use a current requisition for all classroom needs and materials). The building administrator will approve or deny the request and submit it to the business office for approval or denial.

Requisitions may occur during the course of the year, but approvals will be limited due to budgeting;

- Revised business office forms within two weeks of the start of school (i.e. withholdings, insurance, etc.);
- Transportation requests a week prior to proposed transportation needs.
- Curriculum documents should be created and maintained according to district timelines.

Grading Policy for Crawford Public Schools

All aspects of the Crawford Public School's grading policy are located within the Parent/Student handbook. Staff must follow this policy both in spirit and in practice.

Handbooks

Staff members are expected to become familiar with and follow the information in every handbook (Parent/Student, Staff, Crisis, etc.) Classroom practices must follow the information contained in the handbooks. It is required that each classroom/homeroom teacher will review the Student Handbook and drills with students within the first week of school.

Harassment

Crawford Public Schools will not tolerate nor condone the harassment (sexual or otherwise) of a student and/or staff member by a student and/or staff member. A staff member who believes he/she is being or has been harassed is encouraged to report such concerns to the building principal. In all matters regarding harassment, including false reporting, board policy and local, state, and federal laws will be utilized. Please reference the Parent/Student handbook for further information.

Homework

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; and to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher.

Purpose of Homework

No hard and fast rules concerning homework can be made. Some generally accepted principles should govern the teacher in the assignment of homework.

- a. There should be flexibility and differences in the assignment to individual students. These should stem from real needs and the consideration of the total education background of the individual student.
- b. Homework should serve a definite purpose, to provide drill or practice on a principle or skill already taught; to provide real-life application of the matter in hand; to develop

appreciation for or knowledge of community resources; or to develop the personal culture of the student.

- c. Homework should be used as a technique for learning, not as "busy work."
- d. Homework should not be ordinarily assigned as punishment.
- e. Homework should not be used to replace or reduce supervised study, which should take place during school hours. This type of study usually achieves better results than homework.
- f. Homework is more effective if a conference with the parent results in understanding of purpose and ways in which help at home can best be offered.
- g. There should be a cooperative effort on the part of teachers to coordinate homework assignments so students are not overburdened with excessive quantities of homework.
- h. Each teacher should teach students what to study and how to study.
- i. Homework should be checked by the teacher and mistakes of students indicated for correction with individual comments wherever indicated or possible.

Instruction

Instructional Strategies

Teachers will use a variety of research-based instructional strategies to meet the needs of all students. Instructional strategies that have been adopted by the building and/or the district must be used (i.e. Danielson and Teach Like a Champion).

Bell to Bell

Value must be placed upon student learning time. Therefore, it is an expectation that effective instruction begins once class begins and continues through the entire day/class period. Non-instructional activities (lunch count, attendance, etc.) should be streamlined to take a minimum amount of time and be planned so students are on task when such duties are performed. Students are not to be released from class early nor will instruction cease for any reason without prior approval of the building principal.

Prior Knowledge and/or Review

Before a new concept is taught, teachers must review the previous lesson(s) (as applicable) and/or activate the student's prior knowledge.

Parties/Celebrations

It is the responsibility of the teacher to obtain building principal approval prior to scheduling any classroom celebrations that interrupt any part of the instructional day. This includes any "extra" recess. Our main purpose is to educate students every day, all day.

Elementary staff may plan classroom celebrations and/or certain Holiday parties as allowed by the building principal.

Secondary staff will not have class parties/celebrations of any length unless approved by the Principal.

Movies/DVD:

Any movie and/or DVD must be approved by the building principal before it is utilized in a classroom. Such material must possess educational value and must possess a G rating for elementary students and no more than a PG rating for secondary students (unless prior approval has been granted for more graphically rated movies).

Please follow all copyright rules and regulations.

Lesson Plans

Lesson planning is an integral part to a successful learning experience. Plans are also used to document the Nebraska Standards that are taught in the core subject areas as required by the State Board of Education. The following procedures will be used in lesson planning and documentation:

- a. Lesson Plans will be completed on each Monday or the first day of the week Teachers may utilize Planbook, the District Approved IPR (Instructional Planning Resource), or another form approved by the administration;
- b. The lesson plans will include all Nebraska Standards being taught for the week;
- c. Plans should include researched-based teaching methods (i.e. Hollingsworth strategies and/or Danielson) which are district approved;
- d. Lessons should also include engagement strategies (examples in the APPENDIX), time and sequence of activities, vocabulary development (content and academic), skill analysis, how the teacher will check for understanding, closure and/or assessment of learning;
- e. All teachers should have an up to date set of lesson plans available for administration to view on the teacher's desk or computer.

Money

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education (Board policy **3200**). All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form.

Staff members who are collecting fund raising monies must provide them to the building principal or secretary before leaving for the day. Money should not be kept in a teacher's desk or anywhere else in a classroom.

The building principal is responsible for overseeing the accounting functions of the building and activities.

Multi-Cultural Policy

Reference the Parent/Student handbook.

Nondiscrimination Policy

Crawford Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities.

The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Superintendent of Schools:
908 5th Street
Crawford, NE 69339
(308) 665-1537

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights.

Office of Civil Rights
8930 Ward Parkway, Suite 2037 Kansas City, MO 64114
(816) 268-0550

Please keep in mind that this applies to the district and employees of the district, and is intended to provide an environment of respect, free from intimidation, discrimination and harassment.

Paraprofessionals and Instructional Aides

Instructional Aides and Paraprofessionals (paras) play a vital role regarding student success. Paras and Aides may be utilized before school and/or after school to perform duties designated by their supervising teacher and/or the building administrator. Their main responsibility is to implement the lessons and activities initiated by the classroom supervisor in order to promote and sustain student learning. Therefore, they are not to grade papers, conduct errands for teachers, record grades, and/or copy papers for non-instructional activities or out of school groups/activities.

Parental Involvement

Reference the Parent/Student handbook.

Parent-Teacher Conferences

Positive yet essential communication with parents is something each teacher should nurture and maintain. Teachers should contact parents as needed in order to foster effective communication between the school and the student's home. Teachers will welcome inquiries from parents and schedule additional conferences as requested.

Parent/Teacher conferences will be held twice each school year; once during the fall semester and once during the spring semester (see the district calendar for dates/times). All professional staff members are required to attend as these scheduled sessions are essential in promoting student achievement and the time spent during conferences is contractual and a part of the District's Academic Calendar.

Professional Development

Professional development opportunities will be provided by the district which aligns with the district school improvement plan and/or staff needs. Staff members are requested to advise the building administrator of professional development activities that would benefit themselves and the district. It is the expectation of the district that teachers implement into their planning, teaching, assessing, and other related professional duties the wisdom, skills, and techniques presented during professional development.

PD activities will be conducted by ESU 13, other entities, and/or other school districts. It is the district's commitment to provide the highest quality of PD available while considering the district's financial standing.

Some professional development activities have associated stipends. Stipends provided for attendance at professional development trainings are an incentive for attendance and are not associated with the district's pay schedules or negotiated agreements.

The district has access to tuition waivers from Chadron State College for allowing education students to observe in the district. Staff access to the tuition waivers is available depending on the hours of credit built up through participation in the college student observations. Staff may apply for such tuition waivers by contacting the Superintendents' office. First consideration for use of tuition waivers will be for staff to attain college credit in areas of need and multiple endorsements identified in the district.

Reimbursement of Expenses

It may be necessary for staff to incur personal expense while conducting school or district business (i.e. travel, lodging, meals). Teachers must obtain administrative approval prior to such expenses. Reimbursement(s) will occur per the state or district approved levels.

Itemized Receipts for expenses are required to be provided and attached to the "Request for Payment" form. The request for payment form and receipts are to be presented to the business office within five days of the occurring expense.

For reimbursement of expenses other than travel, such as classroom supplies, prior approval by administration is required.

School Day Hours

Reference the Parent/Student handbook.

Searches & Law Enforcement

Reference the Parent/Student handbook.

Staff Absences, Leave, and Substitutes

Absences

Teachers are responsible for contacting their building secretary to secure a substitute.

Professional courtesy dictates this call occur between 6:00 and 6:30 A.M.

Each employee must complete a leave request on WebLink.

Substitute Teachers

To facilitate both order and education within your classroom during your absence, furnish the substitute with clear and definite instructions and assignments as well as a folder containing the following:

- a. Seating chart/list of names of students;
- b. Your daily schedule;
- c. General expectations and classroom rules;
- d. Clear, complete, concise lesson plans with all of the materials the substitute needs for the day and each subject area;
- e. Name and room of a colleague who might help the substitute;
- f. Location information for supplies, etc.;
- g. Fire drill/tornado drill /emergency drill(s)/crisis plan information and any other applicable information;
- h. Any necessary medical information.

Teachers should also have an "emergency" file which contains lessons for each class that a substitute can utilize should the nature of your absence prevent prior preparation. This folder should be clearly labeled and easily found by the substitute or administrator.

Personal Time Off (PTO) Leave

All certificated employees are granted 104 hours of PTO (personal leave/sick leave) per year.

Personal Leave

If a PTO is requested, prior approval must be obtained from administration. ALL PTO leave requests must be submitted in WebLink. The first 4 PTO days can be taken without denial.

Sick Leave

Unused PTO leave days at the end of the school year transferred to accumulated sick leave. Sick leave accumulates to a maximum of 360 hours. Unused sick leave will be reimbursed under conditions and rates set out in the negotiated agreement when an employee separates from the district.

Donating/Receiving Sick Leave

The district also allows for staff to "donate" and "receive" sick leave days.

The Board of Education recognizes that serious illness or personal disaster can strike anyone or anyone's immediate family. For this reason, the Board will allow the donation of sick days from one employee to another in times of major medical problems.

Staff who have used all their sick leave days and believe their situation meets the guidelines associated with requesting additional sick leave may request donated days by filling out an application which is located in the district office.

The following guidelines govern the donation of and receiving of sick leave:

- a. An employee who has accumulated 80 hours of sick leave may donate 16 hours of sick leave to any employee requesting additional sick leave time;
- b. A maximum of two, eight-hour days may be donated per year (September 1st through August 31);
- c. Staff are not required to donate or receive days;
- d. Donated days cannot receive any form of compensation from the parties involved;
- e. Donated days are allowed between certified and classified staff on a one-for-one basis with no variance given for cash value between personnel;
- f. Staff will have the donated days deducted from their accumulated sick leave;
- g. Donated days will be used in the order that they are applied;
- h. In the event that more days have been donated than used, the donated days will defer back to the individual that applied to donate days;
- i. In the event that a person uses more days than they have available, the district will apply a deduct day and the staff member will not be paid for the absence.
- j. Notification can be made by the employee's spouse or next immediate relative if the employee is unable to make such a request due to the illness or emergency situation.

The Superintendent reserves the right to request verification of injury or illness by a physician.

Staff Meetings

Communication is an integral part of a successfully functioning school. Staff members will be expected to attend and participate in all meetings and are responsible for obtaining any information or materials dispensed during the meeting.

Expectations:

- a. Staff members are expected to arrive prior to the meeting beginning;
- b. Staff is to stay for the entire meeting (unless an emergency occurs);
- c. Professional conduct will be expected at all times to ensure respect for others, oneself, and in order to collaborate in professional dialogue;
- d. If there are issues that need to be handled beyond a staff meeting, individual conferences with the principal are welcomed.

All Staff meetings will be scheduled by administration as needed.

IEP, District Committees, 504 Plans and District Staff Meetings will be held on an as needed basis.

Student Attendance

The following protocols must be followed regarding student attendance:

- a. Each elementary teacher must report absences and/or tardies no later than 9 A.M.;
- b. Each Junior High/High School teacher must record absences and/or tardies within 5 minutes of the start of each period;
- c. Any student note verifying/explaining an absence should be delivered to the office the day it is received;
- d. Attendance records are kept on Infinite Campus and in the office.
- e. Teachers are expected to refer to the Parent/Student handbook when excessive absences occur and follow the protocols listed.

Student Cumulative Records

All items in a student's cumulative folder are confidential and subject to FERPA. Information contained in the files may not be shared with anyone who does not have a legitimate educational purpose in reviewing them unless written parental permission has been obtained.

Each file contains a log which must be signed by each person who views a record. Comments made on cumulative records must be objective and professional.

Special Education Record

Additional student information will be provided regarding accommodations from IEP and 504 plans. The SRS on-line system is used to maintain IEP plans and accommodations which teachers are required to comply. Student health information will be provided to staff to allow necessary classroom accommodations or planning for student classroom needs. Such information is confidential and must be treated as such.

Student Privacy (504 and FERPA)

Family Education Rights and Privacy Acts of 1974, is designed to protect the privacy of students and their families and to impose substantial financial penalties, including the withdrawal of all federal funding, if violations occur. All student information and records are confidential and cannot be disclosed without parent consent.

Supervising Students

General Supervision of Students

Students must be supervised at all times regardless of where they are (classrooms, hallways, playground, and other areas on school property).

Students should NEVER be left alone in the classroom. If you need to leave the room, please ask another teacher to cover for you or seek support from administration. You are responsible for the safety of your students.

Students should not be sent to sit outside of the classroom without supervision. Follow office referral procedure if students who are disrupting the class or need to be sent out of the classroom. In case of an emergency use the phone intercom to seek assistance if needed.

Staff members are encouraged to walk elementary students to and from the cafeteria, special classes, and recess.

Hallway/Outside of Classroom

Hallway supervision is the responsibility of each teacher. Teachers will monitor hallways and the area outside of their classroom and should meet and greet students as they approach their classroom. The responsibility and authority of staff extends beyond the classroom.

Student Passes

Except for medical emergencies, students must obtain a pass whenever they leave a classroom. Typically, no more than 1 student should be permitted out of your classroom at a time. Please be aware of how long the student is gone. Students who abuse passes should be dealt with via the discipline policy or temporary loss of hallway privileges.

Students Moving from Room to Room or Building to Building

Since small groups of students travel between buildings or to other special classes without an adult (i.e. Reading Intervention, Special Education, Weightlifting, etc.), Special Education, Intervention, Art, Music, and P.E. teachers must collaborate with classroom teachers to ensure such passing occurs quickly and safely.

Technology/Network/Email/Computer Usage

Please review and follow the district's guidelines regarding technology per Board Policy 6800. A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and reasonable, appropriate, and limited personal use that does not interfere with their district duties. However, staff should understand per district policy no expectation of privacy exists regarding emails sent and/or received during the school day and/or on district equipment.

Travel Arrangements

All school transportation will be arranged through the Transportation Director. Forms may be obtained in the Superintendent or building administrators' offices, or building workrooms. Email requests can also be made.

It is the responsibility of the teacher to assure that all school vehicles used for school related reasons, are returned in the same condition they were issued. This means cleaning the interiors of all trash, and ensuring that items left behind are taken to the appropriate building.

Workdays Hours, Arrival, Departure, and Meetings

Work Day (Staff Hours)

- a. Regular and prompt attendance is expected of all staff members;
- b. Staff members are required to be on duty by 7:45 A.M. and in their respective classroom or area of duty.
- c. Staff are expected to politely greet students as they enter the classroom;
- d. Staff are required to remain on duty until 4:00 P.M.;
- e. If a staff member needs to arrive after or leave before the above mentioned times, approval by the building administrator is needed;
- f. If a staff member needs to leave the building during the instructional school day, he/she will need to visit with their building principal and sign out/in with the building secretary;
- g. Note: The district retains the right to extend the school year due to school cancellations resulting from snow days, funerals, illnesses, or other situations as they arise.

Certified Staff Sign-Off Sheet

After you have read the Certified Staff Handbook, please notify your immediate supervisor if you have questions or need clarification on any part. Sign and date this page and return it to the Administration Office. This is required for continued employment with the school district.

I, _____, have received a copy of, read, and understand the Certified Staff Handbook for the Crawford School District.

Employee's Signature

Date