

# Burwell Public Schools



**2022-2023**

**Substitute Handbook**

# 2022-2023 SUBSTITUTE HANDBOOK BURWELL PUBLIC SCHOOLS TABLE OF CONTENTS

[Anti-discrimination and Harassment Policy](#)

[Contact Information](#)

[Certification](#)

[Classroom Management Tips](#)

[Confidentiality of Student Records](#)

[District Overview](#)

[District Calendar](#)

[Grievance Procedures for Persons with a Disability](#)

[Internet & Computer Use Policy](#)

[Notice of Nondiscrimination](#)

[Signature Forms](#)

[State and Federal Program Coordinators](#)

[Substitute Performance Expectations](#)

[Substitute Questionnaire Form](#)

[Technology](#)

[Wages and Information](#)

## **District Overview**

Burwell Public Schools is a Class III school located in the middle of the state of Nebraska bordering the edge of the Sandhills. We are a three building system. We have one elementary only school with grades K-6, a Preschool, and Burwell Jr. Sr. High School consists of grades 7-12. Our school population is approximately 300 students. Burwell Public Schools system was established in June of 2006.

### **School Mission Statement**

“It is the mission of Burwell Public Schools to provide educational opportunities that promote lifelong learning, to encourage the desire for greater knowledge, to strive for excellence with involvement of parents and community, and to prepare every person to be a productive and responsible citizen in a diverse, changing society.” (revised fall 2006)

### **Burwell Public School Beliefs:**

- 1. We believe education should challenge students to reach high standards and to learn to their full potential.**
- 2. We believe that all students have the ability to learn, have unique skills and talents, and need to be taught using a variety of teaching tools that will result in individual growth and success.**
- 3. We believe communication, cooperation and mutual trust between community, parents, staff and students is essential to achieve the best possible education for our children.**
- 4. We believe education should develop communication skills, problem solving skills and technological skills for life-long learning.**
- 5. We believe the moral values and spiritual training of the home should be respected by the school.**
- 6. We believe the school system should encourage respect, excitement, cooperation, leadership, learning and pride in their school and community.**

# District Calendar



## Burwell Public Schools 2022-2023 School Calendar



### AUGUST

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### SEPTEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### OCTOBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### DECEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 2022

- 8 - Start of Fall Practice
- 15 & 16 - Staff Development Days
- 16 - Elementary Open House - 7:00-8:00
- 16 - 7th Grade/New Student Orientation 10-11am
- 17 - First Day of School for K-12 - 11:45 Dismissal
- 18 - First Day of School for K-12 - All Day
- 29 - Staff Development Day

### September 2022

- 5 - Labor Day - No School
- 29 - P/T Conferences 3:30-7:30
- 30 - K-6 P/T Conferences / Staff Development Day - AM Only

### October 2022

- 19 - Staff Development Day
- 20 - End of 1st Quarter (44 Days)
- 21 - No School - Fall Break

### November 2022

- 23 - Staff Development Day
- 24 & 25 - Thanksgiving Break

### December 2022

- 21 - End of 2nd Quarter (40 Days)
- 23-27 - NSAA Moratorium
- 23-Jan 2 - Winter Vacation

### January 2023

- 3 - Staff Development Day
- 6 - Staff Development Day

### February 2023

- 9 - P/T Conferences 3:30-7:30
- 10 - K-6 P/T Conferences / Staff Development Day - AM Only
- 17 - No School - Winter Break

### March 2023

- 8 - End of 3rd Quarter (43 Days)

- 9 - Staff Development Day
- 10 - Spring Break

### April 2023

- 7 & 10 - No School - Break
- 14 - Staff Development Day

### May 2023

- 5 - Kindergarten Recognition
- 7 - Graduation - 2:30
- 17 - Last Day of School - End of 4th Quarter (45 Days)
- 18 - Staff Development Day/Check Out

### JANUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

### MARCH

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### APRIL

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### MAY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

■	First Day of School	■	End of Quarter
■	Vacation Day - No School	■	Staff Development - No School
■	Evening Parent/Teacher Conferences		
<b>Teacher Contract Days = 184</b>		<b>Total Days In Session w/Students = 172</b>	
<b>Staff Development Days = 13</b>		<b>Total K-6 Hours Scheduled = 1101</b>	
<b>Total 7-12 Hours Scheduled = 1236</b>			

**NOTE:** Proposed staff development dates are subject to revision, pending availability of consultants &/or district needs.  
**NOTE:** Administration will communicate date and time changes via SwiftK12 Alerts, Social Media, and District Website.  
 Revised: 7/12/2022 Approved: 2/14/2022

## **Contact Information**

<p><b>Burwell Elementary School</b> 204 South 4th Ave, P.O. Box 790 Burwell, NE 68823</p> <p><b>Phone:</b> 308-346-4431 <b>Fax:</b> 308-346-5324</p> <p><b>Principal:</b> Kyle Drake 308-627-6611 (Cell) 308-346-4431 kyle.drake@burwellpublicschools.com</p> <p><b>Secretary:</b> Katie Moon 308-346-4431 katie.moon@burwellpublicschools.com</p>	<p><b>Burwell Jr-Sr High School</b> 190 I St, P.O. Box 670 Burwell, NE 68823</p> <p><b>Phone:</b> 308-346-4150 <b>Fax:</b> 308-346-5430</p> <p><b>Principal:</b> Adam Stolzer 402-707-6709 (Cell) 308-346-4150 adam.stolzer@burwellpublicschools.com</p> <p><b>Secretary:</b> Kaylee Gebhardt 308-346-4150 kaylee.gebhardt@burwellpublicschools.com</p>
<p><b>Superintendent:</b> Dale Maynard 308-346-4150 dale.maynard@burwellpublicschools.com</p> <p><b>Bookkeeper/Payroll:</b> Betsy Lamb 308-346-4150 betsy.lamb@burwellpublicschools.com</p>	

## **Certification**

TEACH Dashboard

- <https://teach.education.ne.gov/#/>
- Apply for certification

Nebraska Department of Education Certification and Substitute Website

- <https://www.education.ne.gov/tcert/substitute-teacher/>

Contact Certification Office by Phone

- 402-471-0739

**Any changes and/or updates need to be communicated with the Bookkeeper and administration.**

## **Substitute Performance Expectations**

Burwell Public Schools substitute teachers are expected to exhibit a high degree of instructional skill and classroom management ability. Substitute teachers should report to the building office at the beginning of the teaching day. You may be asked to correct daily homework, workbooks, and assume supervision responsibilities as directed by the building principal. If you have any questions please contact the building principal.

1. **Getting Assigned a Substitute Job** - Our building secretaries work hard to contact and schedule substitutes as soon as we have an opening. Substitutes are asked to give the secretaries your job preferences by filling out a [Substitute Questionnaire Form](#), as well as providing times and dates that you are unavailable. We work hard to schedule as far in advance as possible, but sometimes we are scheduling the day of due to illness or an unforeseen event.
2. **Check In** - The reporting time for a full day or half day morning substitute is 7:50 am. Please check in at the main office where you will sign in, you can check out a key fob, grab a sub folder, and borrow a laptop, if there is not one in the classroom. Substitutes can park on the west side of the elementary building, the gravel parking lot between the elementary and the preschool building, or the parking lot on the east side of the high school building.
  - a. If the assigned teacher's plan time is at the beginning of the day, the substitute is still expected to report at 7:50 am.
3. **Lesson Plans** - Unless it is a long term substitute duty, lesson plans will be provided by the teacher. It is the expectation that you follow the prescribed plans and supervise students during transitional times.
4. **Leave a Note** - Please leave a note for the teacher highlighting the day's events. You may email this information to the teacher if you prefer. Please leave the room in order.
5. **Check Out** - The day ends at 4:00. Please lock the classroom and check out in the building office and return any items that you checked out or borrowed.
  - a. The day ends at 3:10 on Fridays.

Substitute Teachers **SHOULD**:

- Follow the prescribed lesson plans.
- Perform other duties assigned by the principal (i.e. cover classes during the planning period, lunch/recess duty, and/or before/after school duties)
- Report to school on time (7:50) and stay until the day is over. (4:00) (3:10 on Fridays)
- Stick to the schedule.
- Sign out in the office if you need to leave during your lunch period.
- NEVER leave students unsupervised. If an emergency arises, the principal or principal designee must be notified to provide temporary supervision.
- Notify the office of any accidents or student illness. You may be required to complete an incident report. It is imperative that complete and accurate information be included. Notify the office immediately if any injury occurs.
- Keep student attendance records using our PowerSchool system. Look for a seating chart provided by the teacher.
- Always use professional judgment and common sense.
- Dress professionally in business casual attire. Jeans are appropriate on Fridays.

Substitute Teachers **SHOULD NOT**:

- Socialize with students.
- Flirt with students.
- Allow students to address you by first name. They are required to address you as Mr., Mrs., Miss, or Ms.
- Discuss your personal relationships or situations with students.
- Transport students in your own vehicle.
- Get involved in personal discussions.
- Allow students to leave during the school day, without administrative permission.
- Administer medication to students.
- Administer or threaten to administer corporal punishment
- Cancel scheduled sub jobs
  - If it is absolutely necessary to cancel a sub job, please do so at least 24 hours in advance. Cancellations will be documented and last minute and/or a pattern of cancellations may be cause for removal from our sub call list.

## **Wages and Information**

**Certified Substitute Daily Rate:** \$120

**Hourly Certified Substitute:** \$15

**Hourly Classified Substitute:** \$10.25

**Long Term Substitute Daily Rate:** \$165

- 15 consecutive days for the same position. Substitutes will be responsible for lesson planning, grading and other duties of the classroom teacher.

When a job is accepted on short notice after the start time, it is understood that the substitute teacher will only be paid for the hours worked.

The Burwell Public Schools board of education shall pay such compensation monthly on or before the 20th of the month. If the 20th falls on a weekend, payment will occur on the Friday prior to the 20th.

## **Classroom Management Tips**

Positive feedback and interaction will minimize behavior disruptions in the classroom. Use the following phrases to recognize and encourage good behavior, as well as to show interest in what the students are doing and their progress. Try to use different phrases to avoid sounding insincere:

Good work	Good retention	That's clever	Thank you
Exactly right	Cool	Superior work	Excellent point
Congratulations	Awesome	Fantastic effort	Excellent effort
I knew you could do it	You're getting better and better	Wonderful	You've got that down pat
Way to go	You're doing fine	Good Job	You are learning fast
You've just about got it	Good thinking	Keep up the good work	Great
Sensational	That's a real work of art	Excellent teamwork	Much better
You're really improving	All of you make a great team	That's a good point	Give yourself a hand



## Technology Instructions

If you do not have a password to log-on to the computer you may log-on as:

- Username: substitute
  - Password: substitute
1. Open a web browser with Chrome and go to [www.burwellpublicschools.org](http://www.burwellpublicschools.org). Click on the General Information tab and then click on the PowerSchool-Substitutes. Click the link PowerSchool for Substitutes.
  2. Select the school that you are working at (Burwell Elementary, Burwell High School) from the drop down menu.
  3. Select the teacher that you are subbing for from the drop down menu.
  4. Enter the password, which is the day of the month + school. For example, October 19 would be "19school."
  5. Click on the "*chair*" icon to take attendance. If "all" students are present just click on "*submit*". If someone is absent, select *absent* from the drop-down menu behind their name. You can type in a note after clicking the message icon and then click "*submit*".
    - a. For K-6: if a student arrives after 8:15 in your classroom, please mark them tardy and put a time in the message icon.
    - b. For 7-12: if a student arrives after 8:00 in your classroom, please mark them tardy and put a time in the message icon.
  6. Click on the *silverware* icon if you are subbing the morning session as you must submit lunch count. Enter the number of student's *eating lunch*. You also must enter the number of students *drinking Chocolate or white milk* and the *number having home lunch*.
    - a. The Chocolate is entered under "***Milk***"

- b. Enter the number of students drinking white in ***“other 1”***
- c. Enter the number of students having home lunch under ***“other2”***

7. Then click *“Submit”*.

**Hint:** As a safety precaution PowerSchool will log you out after a period of inactivity. So you will probably have to log back on for your next class period.

# Substitute Questionnaire Form



## BURWELL PUBLIC SCHOOLS

HOME OF THE LONGHORNS

Superintendent-Mr. Dale Maynard  
K-6 Principal-Mr. Kyle Drake  
7-12 Principal—Mr. Adam Stolzer

### 2022-2023 SUB QUESTIONNAIRE FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Best way to contact you: Call Text

Days of the week you are available: \_\_\_\_\_

Do you prefer to sub: morning afternoon all day (circle all that apply)

Grades you are willing to sub for: (circle all that apply)

Elementary K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup>

PE Art Music Library

High School 7-12th grades PE Art Music Library

Classes you prefer **NOT** to sub for: \_\_\_\_\_

Thank you for taking the time to fill out this form. Please drop off at either the Burwell High School or Elementary office or mail/email to the one of the addresses listed below. Please reach out to us should you have any questions.

Thank you,

Kaylee Gebhardt  
High School Secretary  
kaylee.gebhardt@burwellpublicschools.com  
(308) 346.4150  
P.O. Box 670  
Burwell, NE 68823

Katie Moon  
Elementary Secretary  
katie.moon@burwellpublicschools.com  
(308) 346.4431  
P.O. Box 790  
Burwell, NE 68823

## **Internet & Computer Use Policy**

### Appendix B BURWELL PUBLIC SCHOOLS - STAFF COMPUTER USE POLICY

Staff members are responsible for good behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by the administration, or their designee, and may be accessed by other computer users.

**SECURITY:** Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you have identified a security problem on the Internet, you must notify an administrator. Do not use another user's account without written permission from that individual.

**E-MAIL:** E-mail accounts are to be used for school related business only.

**FILES:** Only public domain files and files in which the author has given expressed written consent for on-line distribution, may be uploaded to the system. Staff members may download copyrighted material only for school related use and must follow the fair use provisions in the US Copyright law.

**VANDALISM:** Vandalism may result in liability of damages, termination of employment, and possible criminal prosecution. Vandalism is defined as any attempt to harm or destroy data or hardware on this system or any other system.

**SYSTEM RESPECT:** Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users passwords; spreading viruses; attempting to "hack" into restricted systems; accessing programs not used for class assignments (such as games); accessing the control panel or window settings; using inappropriate or derogatory file names; accessing someone else's files or account; writing inappropriate or derogatory messages.

### **COMPUTER RULES**

Use of food or drink will not be permitted around computers.

Keep the area clean around your computer station.

Uses of nonacademic programs are not permitted.

If an entire class utilizes the computer lab, the teacher shall accompany them and remain with the class and monitor the computer use.

If a staff member requires a student to use a computer in the school after 4:00 PM for a class assignment, they must supervise the student.

All staff members will become familiar with the use of the computer. Misuse of the computer network includes, but is not limited to: using the network for non-school related activities; infringing on other's rights concerning password abuse; physical vandalism; tampering with any part of the network that is not your property/right. Staff members are not to access inappropriate web sites or chat rooms. Inappropriate sites would include, but are not limited to: pornography, discriminatory, and vulgar sites. It is the staff member's responsibility to become familiar with the Staff Computer Use Policy and Internet Policy.

Mobile computers will be checked out just as they have been in the past so that we know where they are. They must be checked in by the end of the day they were checked out.

The staff member supervising the computer lab at the end of the school day should see that all systems are shut off, all computers and associated equipment are present or accounted for and are secure, room lights are shut off, and the classroom door has been locked.

If any piece of equipment in the computer lab has been temporarily placed on loan or has been removed from the computer lab for any reason, the information should be approved by and reported to the Technology Coordinator.

## INTERNET POLICY

It shall be the policy of the Garfield County School District No. 100 to provide educational and curricular related opportunities to the staff members of the district by providing telecommuting services (Internet). The district, by adopting this policy, recognizes that access to the Internet may be technically difficult to monitor and control. It shall, in recognition of the educational and curricular benefits of Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educational purposes or to the curricular offerings of the district.

Staff members must have signed a copy of the Staff Computer Use Policy before they may use the Internet. It shall be understood that electronic mail ( e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.

Violations of the above policy will result in a loss of Internet access for the remainder of the school year and will be recorded in the staff member's file.

User access will be prohibited and revoked and may lead to the termination of employment for any staff member who uses the Internet for activities such as, but not limited to: receiving or inputting pornographic materials; promoting violence; engaging in racial, gender or other slurs; receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices; engaging in uses of a defamatory nature, for personal attacks on or "flaming" of another; engaging non-educational or non-curricular related conversations, including chat rooms; and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educational purposes or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees, if any, have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the staff member for the use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to keep a signed copy of this policy in each staff member's file.

### **Notice of Nondiscrimination**

Burwell Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability or age in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Kyle Drake who may be contacted in writing at P.O. Box 670, Burwell, Nebraska, by email at [kyle.drake@burwellpublicschools.com](mailto:kyle.drake@burwellpublicschools.com) or by telephone at (308)346-4150.

Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816)268-0550; or by fax at (816)268-0599, regarding compliance with the regulations implementing Title VI, Section 504, or any other applicable laws.

### **Designation of Coordinators**

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Burwell Public Schools, 160 I St. Street, Burwell, NE 68823, (308) 346-4150.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Administrator
Title IX	Discrimination or harassment based on sex; gender equity	Administrator
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Administrator
Homeless student laws	Children who are homeless	Administrator
Safe and Drug Free Schools and Communities	Safe and drug free schools	Administrator

## **Antidiscrimination & Harassment Policy**

### **Elimination of Discrimination**

The Burwell Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### **Preventing Harassment and Discrimination**

Purpose: Burwell Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Burwell Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Burwell Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to



contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.

3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

### **Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

# **Receipt of Substitute Teacher Handbook**

## **RECEIPT OF 2022-2023 SUBSTITUTE TEACHER HANDBOOK OF BURWELL PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2022-2023 Substitute Teacher Handbook of Burwell Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Name (please print) \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to:

Mr. Kyle Drake, K-6 Principal  
Burwell Elementary School, PO Box 790, 204 S. 4<sup>th</sup> St. Burwell, NE 68823  
(308)-346-4431

Mr. Adam Stolzer, 7-12 Principal  
Burwell Jr-Sr High School, PO Box 670, 190 I St, Burwell, NE 68823  
(308)-346-4150

## **Internet Safety and Acceptable Use Policy 6800**

Addition to Employee Code of Conduct *Appendix "I"*

### **ACCEPTABLE USE OF COMPUTERS AND NETWORKS** **ADMINISTRATORS, FACULTY AND STAFF AGREEMENT**

In order to make sure that all members of Burwell Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Burwell Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Burwell Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Burwell Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Burwell Public Schools, any of its employees, or any institution providing network access to Burwell Public Schools responsible for the performance of the system or the content of any material accessed through it.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

## **Drug Free School and Community Policy 4070**

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF THE BOARD OF EDUCATION STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the school district against any employee of the school district to engage in unlawful possession, use, manufacture, or distribution of illicit drugs or alcohol on the school premises or as a part of any of the school district's activities as defined by school district premises or as a part of any of the school district's activities as defined by school board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by this school district.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_