

SANDHILLS PUBLIC SCHOOLS



TEACHER
HANDBOOK
2023-2024

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1. Mission Statement

Mission Statement

“The mission of Sandhills Public Schools is to provide quality education in a safe, respectful, equitable and inclusive learning environment to develop productive citizens for an ever-changing society.”

Belief Statements

- We believe the Sandhills Public Schools exist for the benefit of all students and community and shall work toward meeting the needs of each.
- We believe the Sandhills Public Schools shall encourage/challenge all students to achieve their greatest potential.
- We believe the students of the Sandhills Public Schools should develop problem solving and critical thinking skills leading them to become lifelong learners.
- We believe the students of the Sandhills Public Schools should develop a sense of respect and responsibility for self, family, community, state, and nation.
- We believe the students of Sandhills Public Schools should understand the importance of uniqueness in both themselves and others, becoming informed citizens who function as useful and productive members of society.
- We believe the Sandhills Public Schools’ curriculum should meet or exceed state standards to promote student proficiency and staff accountability.
- We believe the students of the Sandhills Public Schools shall understand the operation, application, and function of current and developing technology in a changing society.

*Our mission and beliefs are rooted in the process of continuous school improvement through the Nebraska Frameworks. All teachers are expected to be positive professional participants in terms of school improvement activities and efforts. Classroom teachers are the backbone of the school district and can provide great insight and advancement in terms of improvement of schools and instructional practices.

*Our current School Improvement Goal: “Students will improve proficiency in literacy with an emphasis on comprehension and writing across the K-12 content areas.”

2. Hours of Duty and Teaching Assignment

The duty day begins at 7:45 am and ends at 3:55 pm. This time frame represents the standard amount of time teachers must be available, and in the building, performing instructive duties. As professionals, teachers are fully aware it requires significantly more time, than the standard duty day hours, to successfully fulfill the requirements of their position.

It is essential to be on time for the start of the school day in order to assist students or attend short notice meetings called by the administration. In the event a teacher is running late, they are to contact the main office to ensure their students are properly supervised until their arrival.

It is the intent of the board of education and administration to place teachers in teaching assignments that best suit their expertise and preference. However, there will be times when a teacher is assigned different instructional duties in the best interest of the district. All teachers will be assigned a reasonable teaching schedule in addition to the standard amount of planning time.

3. Appropriate Professional Attire

Teachers are expected to dress professionally on a daily basis. There is no “gold standard” which defines what one must wear. However, as a general rule, jeans and non-education related t-shirts are not allowed and teacher attire must be professional in nature. Teachers may dress according to their job duties for the day. For example, P.E. teachers may wear suitable physical education attire or the science teacher may wear jeans on an “outside lab day”. Fridays are the only days in which teachers may wear jeans without prior administrative approval. Fridays are not meant to be completely casual. Teachers are to still maintain attire that sets them apart from the students in a professional manner. Fridays are great days to wear Knights or spirit apparel in support of our student’s activities. Teachers will avoid t-shirts on Fridays (unless they are “Knights” or school related t-shirts). All employees must realize portraying a positive public image is very important. Proper professional attire is an essential part of a positive public image and a respectable school environment.

Specific questions regarding teacher attire should be addressed with the Principal or Superintendent.

4. Lesson Plans

Teachers are expected to maintain weekly lesson plans, which identify standards, daily objectives, instructional activities, tasks, etc. Teachers are required to turn in lesson plans on a weekly basis to the Superintendent/Principal unless otherwise directed. The preferred method of turning in lesson plans is electronically. There is no one specific “template” teachers are to use in terms of lesson planning. Teachers are encouraged to prepare lesson plans that fit their students and teaching style. It is highly encouraged that all teachers prepare in a way that would allow them to communicate lesson expectations easily with students and parents. The administration understands lesson plans are never set in stone and quite often are changed to

meet student needs. Teachers should understand that constant communication of expectations to students is best practice and necessary to avoid unnecessary anxiety, problems, or concerns by students and their parents. All teachers are expected to leave detailed lesson plans when absent from their classrooms. The only exception would be in cases where the teacher is ill or circumstances prevent them from preparing detailed lessons in advance. Do not leave handwritten notes that briefly describe your plans to the sub. All subs need and appreciate detailed plans, as they want to effectively cover classes in your absence. Please be certain sub plans explain in detail the lesson and task for each class and other important information such as seating charts or attendance duties. Copies of the detailed, typed sub plans should be left on the teacher's desk in the classroom for the administration and substitute teacher.

Further, all teachers will incorporate a web-based program or platform related to class plans, assignments, and communication management as appropriate for their grade level and teaching assignments.

5. Grades and Class Records

Student grades are to be managed on the district's student record system called PowerSchool. Grade books are available for those who like to keep a written record in addition to the electronic grade book on PowerSchool / PowerTeacher. PowerSchool offers unique ways for the teacher to communicate with parents regarding classroom performance on assignments and tasks.

Please refer to the student handbook regarding the grading scale. Teachers are required to update their students' grades on a weekly basis. Many teachers update on Fridays to reflect the students' performance for the week. However, the deadline for weekly grade updates is 3:55 pm on Mondays. This allows the High School Faculty to have current and accurate information for the eligibility list that comes out on Tuesday mornings.

After the third full week of each semester the principal will put out a weekly academically ineligible list. A preliminary list of students who have failing grades will be sent to teachers by Monday morning. The teachers and the students have the school day on Monday to communicate and make plans to rectify any failing grades. A student who is on the preliminary list can be removed from the weekly ineligible count by either getting their grade to a passing level by the end of the school day on Monday or by a teacher exempting them from the list in the class, or classes, they are failing. Teachers are expected to communicate with both the student directly and with parent(s) or guardian about why the student is failing and what the student can do to get their grade to a passing level. If a student is on the ineligible list, they will be considered ineligible from Tuesday morning to the next Tuesday morning. Regardless of when the student gets their grade to a passing level their ineligibility will last one calendar week.

6. Supervision

Supervision of students is an absolute necessity. Supervision of students by the professional presence of teachers/staff is the best prevention of accidents or discipline issues. Teachers are not to leave their classrooms with their students unattended. Having a neighboring colleague supervise while you take a phone call or use the restroom is fine. You are responsible and liable for the safety and supervision of your students. Teachers should be visible to students during passing time(s) in the hallway. It is great to have teachers at their classroom doors not only supervising the hallway, but also positively greeting their students as they arrive to class.

Elementary teachers will coordinate with each other and the traveling teachers to make certain students are always supervised when traveling to and from various areas.

Students are not to be in the buildings after school hours unless they are directly supervised by a teacher or staff member assigned specific supervision duties by the Principal or Superintendent. Coaches are required to supervise their athletes until the last one leaves the locker room / building for the evening.

Be responsible for your own classroom and or hallway area lights. If you are the last one in the building, please help to ensure all lights are out and the doors are locked.

The administration is here to assist with the supervision of students. Plan ahead. Do not assume supervision assistance will be available at the last minute. Any questions or issues regarding supervision of students should be addressed with the Principal / Superintendent.

7. Classroom Management / Student Discipline

Although each teacher will have their individual style for classroom management, it is expected all teachers will read and understand the rules and guidelines provided in the student-parent handbook. Specific items are not meant to be optional. They are meant to foster collaboration and a consistent learning climate for students. Read the student-parent handbook and work to incorporate its policies and guidelines into your personal teaching style and classroom management strategies. Do not create rules or procedures that are in conflict with the legal board approved student-parent handbook. Any questions regarding such rules or procedures are to be directed to the Superintendent/Principal.

Teachers are professionals and will manage their classrooms to reflect that status. It is never permissible to uncontrollably yell at students or make physical contact unless it is an emergency situation. Instead of yelling or becoming upset, work to be 3 steps ahead of the students with proper preparation and constant communication of expectations. Classroom management that reflects effective researched based strategies, such as "APL", "Quantum Learning", "Love and Logic", etc., is the way teachers should handle their students. Teachers should take pride in the development of their own expectations for a positive class environment and communicate those expectations early and often. The administration is happy to collaborate with teachers to make classroom management as effective and enjoyable as possible. No one is an expert and we can work together to manage a great school with a positive, respectful climate.

8. Communication with Parents

Parents should be allies with teachers in order to make their child's education as fruitful as possible. There are times when dealing with parents can be stressful for teachers and administrators. There is no substitute to prompt professional communication regarding student issues. Teachers should make it a point to keep parents informed, especially when it comes to discipline issues. On the other hand, it is very important teachers take advantage of opportunities to communicate positive behaviors and situations with parents. We as teachers and administrators often only hear from parents or the community when problems are perceived. As professional educators, we will be role models for our parents and community by being diligent about positive communication to offset the negative. There are far more positive activities and behaviors going on all around us every day. Being professionally positive is contagious. Take the high road and demonstrate to your students how being positive allows us to quickly and effectively solve negative issues when they arise. Never discuss your personal, negative opinions with students regarding the school, community, or personnel. Engaging in "gossip" with students is unprofessional and sends the wrong message to our young people. Professional debate is healthy and teachers are certainly entitled to their own opinions. Students should be taught to discuss issues in a professional manner where facts are the source of conversation, not gossip and rumors. Debate and discussion in the classroom will reflect and relate to the district's curriculum.

9. Extra Duty

Extra duty refers to the assignment of teachers to coach, sponsor, or supervise school related activities beyond the scope of typical classroom duties. The list of extra duty assignments and compensation are listed in the negotiated agreement located in appendix A of this handbook.

The board of education, and the administration, reserves the right to assign or reassign extra duty. The best situation for our students is extra duty sponsors placed in their area of expertise and preference. However, in the event no one is willing to accept a necessary extra duty position, it will be assigned in order to maintain proper programs and opportunities for the students of the district.

10. Leave and Leave Requests; Transportation Requests

Teachers are allowed a given number of PTO (personal time off) days per school year as outlined in the negotiated agreement (appendix A). Additionally, there are many school related activities, workshops, conferences, etc., in which teachers need to be absent from their classrooms. All requests for leave should be submitted via the absence request system through esu10 (ODIE). Most generally requests are approved. In the event there are questions concerning a request, the administration will discuss the matter with the staff member.

Teachers must fill out an electronic leave request form (ODIE request) any time they are to be absent from their classroom. Do not simply email or orally communicate your need for leave. Filling out the electronic leave request form is necessary for proper leave deduction and to

make certain arrangements are made to cover classes. Obviously, a teacher cannot fill out a leave request if they wake up ill and are in need of a substitute. However, the leave form should be filled out when the teacher returns.

In the event a teacher must be absent for an extended period of time (i.e., severe illness) the administration will work with that teacher as per their amount of leave available and legal rights of the individual according to Nebraska state law.

Transportation requests are submitted via ODIE as well. Transportation requests must be submitted as far in advance as possible after receiving permission from the administration. The rule of thumb is no fewer than 5 working days. From time-to-time last minute requests will be necessary. However, not getting a transportation request in on time could mean a vehicle is not available. Upon return from a trip, fill up the vehicle at Norm's if the station is still open. Everyone is to do their part to make sure vehicles are ready for the next staff member to use. Always perform a pre-trip inspection before hauling students. In addition, always report any issues with the vehicle to the main office, especially if the oil needs changed or is due to be changed in the near future.

11. Payday and Paychecks

Paychecks are distributed on payday, which is the 20th of each month. If the 20th falls on the weekend paychecks will be deposited/received on Friday. Paychecks are deposited electronically unless other arrangements have been made with the business manager / bookkeeper. Most use direct deposit services that are offered by the district's bank. If you have a special request for your paycheck, you must visit with Ann to determine whether or not your wish can be accommodated.

12. Student / Parent Handbook

There are many items in the student / parent handbook which are essential for teachers. All teachers will have access (district website) to the current handbook at the beginning of the school year. It is the responsibility of the teacher to read and understand the contents of the handbook in order to comply with policies and regulations. Additionally, being familiar with its contents allows for the teacher to communicate comments or suggestions to the administration in order to improve the handbook.

The student / parent handbook is not just a "guideline" or optional information to consider. It is a legal policy adopted by the board of education and will be followed by the teachers and administration. Any questions regarding the handbook should be addressed with the Principal/Superintendent who will have the final say regarding handbook interpretation.

13. Purchasing and Requisitions

The Superintendent or his designee must approve all purchases with school funds. The yearly classroom supply, equipment, etc., requisition process will be in the spring. All teachers must fill out and turn in the proper requisition forms in order to be considered for funding. Be

prepared to justify the purchase. The office staff and administration are glad to assist teachers in this process.

Running a school district means there will be purchases each month, which were not planned or indicated in the yearly requisition process. This is understandable. However, teachers must fill out a requisition form and have the purchase approved before actually making the purchase.

Teachers should be very cautious when solicited by sales persons. Never agree to accept products or services over the phone when a salesperson or telemarketer solicits you. Unless the Superintendent or designee has approved the purchase, the teacher will be personally financially responsible for the goods or services.

There are times when a teacher needs to claim reimbursement for a justified expense. In order to be reimbursed, the receipt must accompany the requisition form and be approved by the Superintendent.

14. Safety Drills and Plans

Each teacher's classroom is to have the proper tornado and fire drill procedures posted. Drill and disaster procedure posters are available in the office. There will be several fire drills and at least two disaster/tornado drills per year. Teachers are to familiarize themselves with the proper procedures and routes in order to efficiently and successfully lead their students during drills. In addition, the school will also participate in intruder / lockdown and bus safety drills during the course of the year. Safety drills are not to be taken lightly or compromised. Obviously, the purpose of safety drills is to ensure everyone's safety in the event a real safety situation arises.

All staff members are expected to be familiar with the content and procedures contained within the district's safety plan. Further, all staff will participate in periodic training which aims to promote a safe/secure working environment.

15. Fundraising

Fundraising, via classroom teachers or school-sponsored activities, may not occur unless approved by the Superintendent before the fundraiser is to take place. Teachers/sponsors are to ask permission from the superintendent BEFORE talking to, encouraging, or promising students or parents regarding a fundraiser. Concession stands are pre-approved and do not require permission other than signing up for the stand. Further, it is to be understood that teachers will collaborate to ensure opportunities for fundraising are equal. Teachers are encouraged to use caution in that the community becomes uncomfortable or upset with too many fundraising activities. Any and all fundraising activities pertaining to the sale of food or beverages during the school day will fall under proper guidelines and regulations.

16. School Calendar and Meetings

The school calendar is full of great activities and events for our students and community. Any teacher wishing to schedule an event to be placed on the calendar must do so through the Supt./Principal's office to minimize conflict between activities or events.

Student organization meetings may be held during lunchtime or after school/practice. Meetings must be scheduled with the main office and placed in the daily bulletin. If there is a conflict, the meeting approved by the main office staff first will have priority.

Teacher meetings, with the administration, will be held as needed. The time and place for the meeting will be communicated in advance as much as possible.

17. Loyalty and Public Relations

Professional educators choose to be held to a higher standard by the basic nature of the profession. Teachers are often in the public spotlight due to their involvement with the students and parents of the community. It is important for teachers to understand they have an impact on the public's perception and attitude toward the district's programs and activities.

Teachers are expected to promote and positively support the school district. Out in public, on an informal basis, is not the time to entertain negative conversation and /or complain about the school's programs, policies, and decisions. Participating in unnecessary public gossip is not only unprofessional, but detrimental to the culture and climate of the district. Teachers are to be role models and demonstrate professionalism in their communication with the public.

Teachers and staff are to use caution when utilizing social networking services such as Facebook and Twitter. Teachers and Staff are to be aware that gossip, slander, or other negative communication can and has rendered school staff in serious legal trouble across the country. Teachers wanting to use Facebook or Twitter for school purposes are to create "school accounts" in which the dialogue is truly professional, benefits students, and follows all district guidelines.

Teachers are entitled to their professional opinion. Quality professional dialogue regarding issues and concerns is healthy for a school system to grow and continue to effectively serve its students well. Questions or concerns regarding programs, policies, or decision are to be conducted through the proper channels following procedures outlined in board policy.

18. Professional Growth and Salary Schedule Advancement

Sandhills Public Schools encourages the professional growth of its staff. It is important that all teachers participate willingly in district organized professional development as well as their own professional development. Teachers are encouraged to continue their education in such a way it benefits their ability to contribute to the school district and the education profession.

All coursework or classes for credit should be pre-approved, for salary advancement, by the Superintendent. Refer to the Negotiated Agreement, in appendix A, for more information regarding salary advancement and the salary schedule.

19. Teacher Evaluation

Teachers will be evaluated, at a minimum, according to Nebraska State Law and board policy. Tenured faculty will be evaluated at least once during the school year for a full instructional period. Probationary faculty will be evaluated at least once per semester. Generally, the Supt/Principal will communicate with the faculty the time frame in which evaluations are to take place. The Supt/Principal reserves the right to perform unannounced observations in order to evaluate faculty. All teachers should familiarize themselves with the teacher evaluation instrument and forms located in Appendix C of this document. The evaluation instrument, located in Appendix C, is accepted and on file with the Nebraska Department of Education. The instrument is modeled after the "Teacher and Principal Performance Framework" adopted by the State Board November 9, 2011.

20. District Communications (school closings, etc.)

The school district subscribes to the ConnectEd automated messaging system. This system takes the place of a typical "calling tree" in that mass communication for school closings or schedule updates is faster and far more efficient than the traditional calling tree.

District employees are welcome to utilize the ConnectEd system in order to communicate with parents or students regarding school activities and events. In order to have a message sent over the ConnectEd system, a teacher or staff member must go through the administration office in order to get permission and send out the message. Teachers and staff are encouraged to take advantage of the system in order to communicate necessary information to students, parents, and the community.

The ConnectEd system is not 100% reliable. Teachers are expected to monitor the school's Facebook, Twitter, or Website pages to make sure they are current on messaging related to school closings, calendar changes, etc.

Appendix A: 2023-2024 Negotiated Agreement (w/ salary schedule)

MASTER CONTRACT

SALARY SCHEDULE FOR 2023-24

SANDHILLS PUBLIC SCHOOLS

SALARY SCHEDULE

- A. Base Salary of \$37,955 for 2023-24
- B. Increments: 5 ACROSS X 4 DOWN

PREPARATION – Five Percent of the base salary shall be allowed for each nine-semester hours of preparation beyond the B.A. and up to including the M.A. plus eighteen-hour column. With prior administrative approval in writing, a maximum of 18 semester hours may be undergraduate credit; however, the credit must be immediately related to the teacher’s primary teaching area. Quarter hours shall be computed on the basis of a quarter hours representing two-thirds the value of a semester hour.

ACCREDITATION – All credit completed by the certified staff, with the exception of the aforementioned 18-hour provision, must be from an institution offering the credit on a level consistent with its level of degree granting eligibility as recognized by national collegiate accreditation organizations. To be eligible to count the hours earned beyond the B.A. on the salary schedule, the granting institution must be accredited as a M.A. or M.S. granting institution. To be eligible to count the hours earned beyond the M.A. or M.S. on the salary schedule, the granting institution must be an accredited doctoral institution unless the individual staff member has met with the Board of Education and received authorization to count hours earned at a non-doctoral institution for reimbursement beyond the M.A. The procedures for addressing the Board of Education are contained in the Policies of the Board of Education.

PROGRAM OF STUDY – While the provision for receiving reimbursement of 18 hours of undergraduate credit aforementioned shall not be changed, a certified staff member shall be ineligible for credit on the salary schedule for graduate credit beyond the BA + 18 if the credit is not earned in accordance with the proposed course of study for the issuance of a graduate degree that has been submitted to the superintendent of schools. The graduate plan of study shall recognize the degree of concentration regarded as valid for the performance of the staff member’s classroom. These courses must be taken directly from a master’s degree institute, and must have the prior approval of the Superintendent of schools before the course will be used for advancement on the salary schedule. Certified staff members

must notify the Superintendent of their intent to take courses for credit by April 1; approval for these courses must be obtained before May 1.

EXPERIENCE – Four percent of the base salary shall be allowed for each year of teaching experience including step thirteen.

C. REGULATIONS GOVERNING EMPLOYMENT AND REEMPLOYMENT FOR TEACHERS

1. An official transcript of college credits will be required for placing each teacher on the salary schedule and must be in the Superintendent's office no later than September 5th of the school year. A letter from and signed by the graduate college dean or his representative shall constitute evidence of admission into the graduate program if so stated.
2. Pre-School clinics or extra duties not specifically listed are considered part of the contractual agreement. All teachers are to assume responsibility for supervisory duties on a rotating basis as determined by the school administration at "home" school activities, especially at "home" volleyball, football, wrestling, and basketball activities.
3. Leave: Sick leave, personal leave, and bereavement leave will be called PTO (personal time off) days. These will not be vacation days. Staff will be allowed to accumulate 40 days of unused PTO which are sick days only, not vacation, personal, or bereavement days. 10 days will be allowed for employees in years 1 and 2 of employment; 12 days for employees in years 3 and 4 of employment; and 14 days for employees in years 5 and beyond. Each year PTO time allowed will be added to the teacher's remaining sick leave balance for the previous year. If a teacher reaches up to 5 days beyond the 40 days accumulated, he/she will be reimbursed for those days at a rate of ½ of the substitute teacher pay. This payment will be made in conjunction with the regular June payroll dispersion.
4. Deductions, if required, shall be based upon the contracted 186 days of service, or the number of days contracted.
5. When a certified staff member who is currently under contract with the Sandhills Public School retires from teaching he/she will be reimbursed for the unused PTO days in the following manner. The district will pay 50% (fifty percent) of the daily substitute teacher's pay for each day of unused PTO up to a maximum of 40 (forty) days for 14 or fewer years of service at Sandhills Public Schools. If a certified staff member had taught in the Sandhills system for 15 or more years, the district will pay 100% of the daily substitute teacher's pay up to a maximum of 40 days.
6. PTO Days – All PTO days are subject to administrative approval.

7. One day of leave is available at teacher expense for use in situations not judged by the school administration to properly belong to the provisions of excused leave. The rate of salary reduction shall be 1/186 of the yearly salary, or the number of contracted days. Requests for absences greater than one day shall require Board of Education action.
8. PROFESSIONAL LEAVE – Each certified employee through consultation with and agreement of the superintendent of schools shall be entitled to two days of professional leave per year. Situations requiring additional time will result in a deduction of PTO days.
9. In the event of an absence due to illness for a period of time greater than three days, the administration of the school can request a statement of an accredited medical doctor to the effect the illness is such that the teacher cannot or should not perform his or her contractual duties. Failure to provide such statement can result in salary reductions based on the formula of 1/186 of the annual salary or for the number of contracted days for each day of absence beyond the third day.
10. When transportation vehicles provided by the District are unavailable, mileage shall be paid to attend educational meetings in their department. Mileage may also be paid to certified staff members for attending meetings or conferences where the primary purpose of the meeting is school improvement. However, mileage will not be paid if suitable transportation is available from the school district. All mileage claims must have prior approval from the Superintendent of Schools.
11. HEALTH INSURANCE COVERAGE – Sandhills Public Schools will offer Blue Cross/Blue Shield insurance at \$1900 deductible. The board agrees to pay the 2nd half of deductible costs incurred by the employee. It is the responsibility of the employee to pay the 1st half of all deductible costs incurred according to their respective plan. The board will reimburse the single plan employee for deductible costs after \$950 with a maximum reimbursement of \$950. The reimbursement for a “family” type plan will be after deductible costs of \$1900 with a maximum reimbursement of \$1900. The employee is responsible to furnish proof of the deductible being met and for costs incurred between \$950 and \$1900 (single plan) and \$1900 and \$3800 (family plan). The school district shall pay the premium for each teacher employed based on the percentage of the teachers Full-Time Equivalency (FTE):
 - a. A monthly payment that will be payable over the twelve-month contract period for teachers participating in the single coverage program of Blue Cross/Blue Shield medical insurance program and employed as a certified employee based on the percentage of the teachers Full-Time Equivalency (FTE).
 - b. A monthly payment that will be payable over the twelve-month contract period for teachers participating in the family coverage program of Educators Health Alliance medical insurance program with one of the couple employed as a certified staff member based on the percentage of the teachers Full Time Equivalency (FTE).
 - c. A monthly payment that will be payable over the twelve month contract period shall be made by the School district in the amount of single dental coverage through the Educators Health Alliance. For teaching couples when both individuals are employed as certified staff members based on the percentage of the teachers Full Time Equivalency (FTE), the district will provide family dental coverage.

- d. The school district will cover the cost of the Income Protection plan with coverage in the amount of 66 2/3% of the employee's gross salary based on the percentage of the teachers Full Time Equivalency (FTE).
- e. The school district will cover the cost of a \$10,000 Term Life Insurance Plan based on the percentage of the teacher Full Time Equivalency (FTE).
- f. The Board of Education retains the authority to change the insurance carriers but will not decrease the coverage.

12. In the interest of providing maximum educational opportunity to the students enrolled in the attendance centers of the Sandhills Public Schools, the district will try to hire a person to supervise students after school. In the event a person is not found, the teachers will do the supervision and will be paid 3 (three) units per semester, and be provided a minimum of 30 minutes per day for lunch with no direct supervision responsibilities. Secondary teachers shall be provided with a preparation period, which will be a minimum of one full period of the teaching day, which shall not include the lunch period, and with said free period from study hall or classroom supervisor duties. The SDEA agrees that the high school teachers agree the administration will work with the teachers to provide noon supervision as needed.

13. The SDEA will assume responsibility for providing individuals to work appropriate school activities. Faculty members and others who perform duties such as ticket takers or line judges will be compensated at \$10.00 per duty. Each certified staff person agrees to work a minimum of four times each calendar year. If a person takes tickets at volleyball and football on the same night, this will be considered two times, with the same rule applying to girls and boys basketball. As for score clock/timers, scorebook, or comparable duties will be handled at the discretion of the administration under board advisement.

14. All major extracurricular activities a teacher is expected to sponsor or direct, shall become an integral part of the contract and shall be contained in an addendum to the contract, which shall be attached to the contract of employment. A major extracurricular activity shall be defined as one, which is listed in the salary schedule as eligible for additional compensation. The extracurricular reimbursement schedule for the 2023-24 school year shall be as follows with each unit of reimbursement having a factor value of the base salary as listed below according to coach/sponsor experience.

All extracurricular activity sponsors will use the following factors based upon their years of experience in the activity at Sandhills:

1-3 years – factor = 0.0059 (\$223.93)

4-6 years – factor = 0.0063 (\$239.12)

7-9 years – factor = 0.0068 (\$258.09)

10 years + - factor = 0.0072 (\$273.28)

Year Book Sponsor	12	Varsity Volleyball Coach	20	Asst. Volleyball Coach	12
Jr. High Volleyball Coach	8	Varsity Wrestling Coach	20	Asst. Wrestling Coach	12
Jr. High Wrestling Coach	8	Varsity Basketball Coach	20	Asst. Basketball Coach	12
Jr. High Basketball Coach	8	Varsity Football Coach	18	Asst. Football Coach	10
Jr. High Football Coach	8	School Twitter Mgr.	2	School FaceBook Mgr.	2
6th Grade Field Trip Spon.	3	Art Contest Sponsor	5	Head Cross Country	16
High Ability Learners	4	Varsity Boys Track	16	Asst. Boys Track	8
Jr. High Boys Track	6	Varsity Girls Track	16	Asst. Girls Track	8
Jr. High Girls Track	6	Student Council Spon.	4	All School/One Act Play	8
Speech Contest Spon.	8	Pep Band Spon.	7	Junior Class Spon.	5
FBLA Sponsor	10	FFA Sponsor	10	After/Before School Supervision	6
National Honor Society	3	Senior Class Sponsor	5	Web page	5
Quiz Bowl	6	Title I / MTSS	10		

If more than one sponsor shares a specific duty, the reimbursement will be divided between the sponsors. The Board of Education reserves the right to deviate from the above schedule when necessary for the best interests of the school programs.

15. When hired, teachers shall be placed on the salary schedule according to their degree level and credited with up to five (5) years teaching experience. However, the board may allow additional years of experience and/or schedule placement at their discretion in the best interest of securing appropriate staff and maintaining programs. Any new staff member placed ahead on the salary schedule will remain at that placement until years of service coincide at which time movement on the schedule will occur according to the master contract.
16. Certified personnel assigned administrative responsibilities are not considered to be on the salary schedule for the determination of salary.
17. Coaches that drive a bus to practice will be compensated \$15 per trip. Drivers that are not coaches will be paid drive time and sit time to drive to practice. A coach that drives a van/suburban will not be compensated for driving to practice.
18. Summer weight room sponsor time will be compensated at \$20 per session with the need being justified on a yearly basis.

19. OTHER CONDITIONS

- A. That it is the professional duties of each faculty member to, in good faith, adhere to the work and spirit of the above-mentioned benefits and conditions. Faculty members shall also agree to, and abide by, the policies of the Board of Education and adhere to the "Grievance procedure" including the "management rights clause."
- B. That disagreements over leaves and absences be heard by the Professional Rights and Responsibilities Committee of the SDEA and that this committee make recommendations to the solution of the disagreement to the administration and be rendered as a potential solution to the problem.
- C. The Board of Education may at their discretion employ retired teachers on a year-to-year basis with the salary negotiated on an individual basis.
- D. When a teacher leaves the system, the factor used for the purpose of negotiations will be equivalent to the middle step in the salary schedule. The current factor at this step is 1.47. In the event modifications are made to the salary schedule, this factor will be adjusted to reflect the modifications. Insurance costs will be figured at the same rate which the teacher was receiving at the time of the resignation.
- E. That the final draft of this salary schedule shall not be a legal contract. But a copy of it becomes a good faith agreement between the Board of Education and the faculty of the Sandhills Public Schools to be signed by the parties concerned. One signed copy to be retained by the Sandhills Dunning Education Association.

20. SCHOOL DISTRICT COMMUNICATION SYSTEMS

The Sandhills Dunning Education Association and its members of Sandhills Public Schools shall be allowed to make reasonable use of the school district's communication systems, including teachers' mailboxes, intercom, teacher bulletins, and e-mail. Such use shall not cause an interruption of the education programs of the school. The teachers realize that emails are school property and may be monitored.

Certified Staff Salary Schedule 2023-24

Steps	BA	BA+9	BA+18	BA+27	MA BA+36	MA+9	MA+18
1	1.00 \$37,955.00	1.05 \$39,852.75	1.10 \$41,750.50	1.15 \$43,658.25	1.20 \$45,546.00	1.25 \$47,443.75	1.30 \$49,341.50
2	1.04 \$39,473.20	1.09 \$41,370.95	1.14 \$43,268.70	1.19 \$45,166.45	1.24 \$47,064.20	1.29 \$48,961.95	1.34 \$50,859.70
3	1.08 \$40,991.40	1.13 \$42,889.15	1.18 \$44,786.90	1.23 \$46,684.65	1.28 \$48,582.40	1.33 \$50,480.15	1.38 \$52,377.90
4	1.12 \$42,509.60	1.17 \$44,407.35	1.22 \$46,305.10	1.27 \$48,202.85	1.32 \$50,100.60	1.37 \$51,998.35	1.42 \$53,896.10
5	1.16 \$44,027.80	1.21 \$45,925.55	1.26 \$47,823.30	1.31 \$49,721.05	1.36 \$51,618.80	1.41 \$53,516.55	1.46 \$55,414.30
6		1.25 \$47,443.75	1.30 \$49,341.50	1.35 \$51,239.25	1.40 \$53,137.00	1.45 \$55,034.75	1.50 \$56,932.50
7			1.34 \$50,859.70	1.39 \$52,757.45	1.44 \$54,655.20	1.49 \$56,552.95	1.54 \$58,450.70
8			1.38 \$52,377.90	1.43 \$54,275.65	1.48 \$56,173.40	1.53 \$58,071.15	1.58 \$59,968.90
9				1.47 \$55,793.85	1.52 \$57,691.60	1.57 \$59,589.35	1.62 \$61,487.10
10				1.51 \$57,312.05	1.56 \$59,209.80	1.61 \$61,107.55	1.66 \$63,005.30
11					1.60 \$60,728.00	1.65 \$62,625.75	1.70 \$64,523.50
12					1.64 \$62,246.20	1.69 \$64,143.95	1.74 \$66,041.70
13					1.68 \$63,764.40	1.73 \$65,662.15	1.78 \$67,559.90

Appendix B. FMLA Employee Rights and Responsibilities

File: 410.03

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CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE

The district will comply with all provisions of the Family and Medical Leave Act of 1993 and amendments.

Unpaid family and medical leave will be granted up to twelve (12) weeks in any twelve (12) month period to eligible certificated staff members for the following reasons:

1. the birth or care of a newborn child within one (1) year of the child's birth;
2. the placement or care by way of adoption or foster care with the staff member within one (1) year of the child's arrival;
3. to care for the staff member's spouse, parent or dependent child with a serious health condition;
4. if the staff member's own serious health condition prevents that employee from performing the functions of the employee's job;
5. in qualifying urgent situations arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Unpaid leave will be granted up to twenty-six (26) weeks during a single twelve (12) month period to eligible certificated staff members to care for a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness.

For purposes of this policy, the twelve month period is defined as *(a "rolling period based on the date the leave is requested to begin and looking backward at the last twelve-months of use; a twelve-month period beginning August 1 and ending July 31; other).*

Requests for family and medical leave shall be made to the superintendent.

To be eligible for FMLA benefits, a district employee must:

1. have worked for the district for a total of 12 months; and
2. have worked at least 1,250 hours over the previous 12 months.

When meeting the requirements set out in the family and medical leave administrative rules, employees may be allowed or required to substitute paid leave for unpaid family and medical leave according to the terms and conditions of the district's normal leave policies. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Requests for FMLA leave shall be submitted in writing. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act. It shall be the responsibility of the superintendent to implement this policy.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding family and medical leave of such employees shall be followed.

Appendix C: Teacher Evaluation Instrument/Forms

SEE ODIE FORMS ON ESU#10 WEBSITE

Appendix D: District Forms

- 1) Leave Request: Submitted electronically via the absence request system at esu10.org through ODIE.
- 2) Transportation Request: Submitted electronically via ODIE as well.
- 3) Discipline Referral: Consult Administration
- 4) Requisition Form: Blue form available in each building's office. Be sure to ask Ann or Dale for assistance if needed. Be prepared for changes in the requisition and ordering process as we implement more features of our online accounting system.
- 5) Pre-Trip and Post-Trip Forms: All staff must be familiar with pre-trip and post-trip procedures when transporting students in district vehicles. These forms are kept within the vehicles. Consult the office for assistance.
- 6) Field Trip Form: Teachers/staff who wish to take students out of the building and travel for a "field trip" should make sure to get parental permission via the field trip form or other form that secures the parent's signature giving their student permission. A field trip form is not required for school sponsored extra-curricular activities that are already pre-approved and on the district calendar. Consult the administration for assistance.

*Be aware of other or new forms by staying updated and in communication with the administration and office staff. If you have any questions regarding "forms or procedures" simply ask and the office will assist you.