Committee of the Whole
Thursday, June 26, 2025 5:30 PM
Cody Elementary
2000 W 2ND ST
North Platte, NE 69101

1. **Call to Order**
2. **Posting of the Open Meetings Act**
3. **Roll Call**
4. **Approval of Publication**
5. **Approval of Agenda**
6. **Pledge of Allegiance**
7. **Special Recognition**
8. **Board Engagement**
9. **Public Comment**
10. **Agenda**
    - 10.1. Cody Elementary Site Plan Presentation
    - 10.2. 2025-2026 Budget Discussion
    - 10.3. 2025-2026 Parent/Student Handbook
    - 10.4. 2025-2026 Employee Handbook
    - 10.5. Revisions to Policy #5015 Protection of Pupil Rights and #5018 Parent Involvement in Education Practices
    - 10.6. Discussion on revisions to Policy #3024
    - 10.7. Discussion on revisions to Policy #3026
    - 10.8. Discussion on revisions to Policy #3036

11. **Action Items**

    11.1. Request approval to amend Nationwide 403(b) withdrawal parameters

    11.2. Request approval of revisions to policy #5015 Protection of Pupil Rights and policy #5018 Parent Involvement in Education Practices

    11.3. Request approval of resolution on Lodge, Association or other Similar Organization, adding Dr. Damon McDonald, Associate Superintendent as an account signer with NebraskaLand Bank

12. **Adjournment**

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: October 12,2020
Reviewed on: June 27, 2024
Revised on: July 8, 2024

Cody Site Plan

Board Presentation

June 26, 2025

OVERVIEW

Topics We'll Be Covering:

1. Guiding Coalition
2. Cody Vision statement
3. Cody Commitments
4. Attendance Goal
5. Behavior Goal
6. Specific Goal from External Review

CODY
GUIDING COALITION

MEMBERS

Amanda Condon

Hana Thomas

Melissa Hopping

Lanelle Stumf

Haley Smiley

Whitney Petska

CODY ELEMENTARY VISION

We strive to nurture creative learners and caring citizens. Through a commitment to creative experiences, fidelity to the curriculum, and a collaborative staff, we empower students to communicate and collaborate in positive ways.

CODY ELEMENTARY COMMITMENTS

We will always

- be positive leaders/role models and create positive relationships among all stakeholders
- have high expectations in all areas to create intrinsically motivated learners
- develop and implement school wide behavior expectations
- implement engaging curriculum with fidelity
- work collaboratively with all stakeholders
- analyze data to provide means for academic success for all students
- provide students opportunities to be creative in their learning

ATTENDANCE GOALS

Decrease the number of students who miss 20+ Days.

- Check in/Check out with a staff member
- Monthly attendance celebrations
- Individual classroom attendance award system for the whole class
- Communicating with parents

BEHAVIOR GOAL

Reduce the number of defiance referrals to be lower than 255.

- Define what defiance is/expectations for SWIS documentation
- Creating behavior contracts/plans for students once they reach 5 behavior referrals
- Whole school Boys Town skills weekly schedule
- Monthly meetings to review behavior data

SPECIFIC GOAL - EXTERNAL REVIEW

MTSS

Improve the accuracy and effectiveness of student referrals by utilizing multiple data points in MTSS meetings to identify needs for intervention or further assessment.

- Document for recording data
- Utilize NSCAS, DIBELS, Common Summative Assessments, Intervention Data, Behavior Data

Any Questions?

North Platte Public Schools
Property Tax Requests

		2025- 2026 Property Tax Request		
		Option A	Proposed 6/5/25	Option B
Fund	2024-2025	2025-2026	2025-2026	2025-2026
General Fund	29,534,859	30,463,975	30,125,566	31,030,588
Special Building Fund	757,576	419,167	757,576	681,750
QCPUF	263,863	472,062	472,062	391,262
Subtotal	30,556,298	31,355,204	31,355,204	32,103,600
Valuation	3,189,080,131	3,350,584,185	3,350,584,185	3,350,584,185
Tax Request under Levy Lid	30,292,435	30,883,142	30,883,142	31,712,338
LEVIES				
General Fund	0.92612	0.90921	0.89911	0.92612
Special Building Fund	0.02376	0.01251	0.02261	0.02035
QCPUF	0.00827	0.01409	0.01409	0.01168
Subtotal	0.95815	0.93581	0.93581	0.95815
QCPUF	(0.00827)	(0.01409)	(0.01409)	(0.01168)
TOTAL	**0.94988**	**0.92172**	**0.92172**	**0.94647**

North Platte Public Schools

2025-2026 ALLOWABLE GROWTH PERCENTAGE COMPUTATION FORM

CALCULATION OF ALLOWABLE GROWTH PERCENTAGE

Prior Year Non-Bond Property Tax Request (Total Personal and Real Property Tax Required for All Other Purposes from prior year budget - Cover Page)		(1)	30,292,435
Base Limitation Percentage Increase (2%)	2.00%	(2)	
Real Growth Percentage Increase			
2,803,929,853 / 2024 Real Growth Value	98,124,109 = Prior Year Total Real Property Valuation per Assessor	3.50%	(3)
Total Allowable Growth Percentage Increase (Line 2 + Line 3)		(4)	5.50%
Allowable Dollar Amount of Increase to Property Tax Request (Line 1 x Line 4)		(5)	1,665,939
TOTAL PROPERTY TAX REQUEST (Line 1 + Line 5) (Without needing to attend Joint Public Hearing, or be included on postcard notification)		(6)	31,958,374

ACTUAL PROPERTY TAX REQUEST

2025-2026 ACTUAL Non-Bond Property Tax Request (Total Personal and Real Property Tax Required for All Other Purposes from Cover Page)		(7)	31,712,338

Property Tax Request is within allowable growth percentage. Political subdivision is NOT required to complete postcard notification requirements, or participate in the joint public hearing.

If line (7) is greater than line (6), your political subdivision is required to participate in the joint public hearing, and complete the postcard notification requirements of §77-1633. You must provide the required information to the County Assessor electronically by September 4th. You are not required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632. The joint public hearing is completed in lieu of this hearing.

If line (7) is less than line (6), your political subdivision is not required to participate in the joint public hearing, or complete the postcard notification requirements of §77-1633. You are required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632.

Instructions:

Lines 1-7 will automatically populate based on information entered on the "Basic Data Input" tab and other places of the budget.

If line (7) is greater than line (6), your political subdivision is required to participate in the joint public hearing, and complete the postcard notification requirements of §77-1633. You must provide your information to the County Assessor by September 4th. You are not required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632. The joint public hearing is completed in lieu of this hearing.

If line (7) is less than line (6), your political subdivision is not required to participate in the joint public hearing, or complete the postcard notification requirements of §77-1633. You are required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632.

See Budget Form Instruction Manual for additional requirements related to the Joint Public Hearing and Postcard requirements.

NORTH PLATTE PUBLIC SCHOOLS

COMPARISON OF PRELIMINARY VALUATIONS (JUNE ONLY)

				2024-2025	2025-2026	VARIANCE	PERCENT
	PERSONAL PROPERTY						
1	COMMERCIAL & INDUST. PERSONAL			35,839,195	45,787,068	9,947,873	27.8%
2	AGRIC. MACHINERY & EQUIP, PERSONAL			4,003,272	8,768,428	4,765,156	119.0%
3a	RAILROAD PERSONAL			32,213,226	34,610,499	2,397,273	7.4%
3b	PUBLIC SERVICE CO. PERSONAL			33,043,424	35,857,510	2,814,086	8.5%
	REAL PROPERTY						
4a	RAILROAD REAL			290,280,911	269,279,996	(21,000,915)	-7.2%
4b	PUBLIC SERVICE CO. PERSONAL			6,546,906	6,886,044	339,138	5.2%
5	RESIDENTIAL LAND			328,587,999	330,992,675	2,404,676	0.7%
6	RESIDENTIAL IMPROVEMENTS			1,534,977,874	1,644,893,301	109,915,427	7.2%
7	COMMERICAL LAND			156,829,592	158,777,777	1,948,185	1.2%
8	COMMERCIAL IMPROVEMENTS			578,677,530	573,685,996	(4,991,534)	-0.9%
9	INDUSTRIAL LAND			1,349,456	1,349,456	-	0.0%
10	INDUSTRIAL IMPROVEMENTS			1,289,715	1,421,014	131,299	10.2%
11	RECREATIONAL LAND			6,944,865	6,958,568	13,703	
12	RECREATIONAL IMPROVEMENTS			4,743,084	5,124,884	381,800	8.0%
		NO. OF ACRES					
13a	AGLAND IRRIGATED	13a	19,801.79	79,188,482	83,811,263	4,622,781	5.8%
13b	AGLAND DRYLAND	13b	6,752.73	9,396,247	9,962,557	566,310	6.0%
13c	AGLAND GRASSLAND	13c	103,490.21	77,379,147	84,659,565	7,280,418	9.4%
13d	AGLAND WASTELAND	13d	10.54	959,637	995,275	35,638	3.7%
13e	AGLAND OTHER	13e	-	2,013,354	2,058,211	44,857	2.2%
13f	AG-FARM SITE LAND			642,251	689,273	47,022	7.3%
13g	AG-HOMESITE LAND			4,994,915	4,946,415	(48,500)	-1.0%
13h	NON-AGUSE LAND			63,190	64,257		
14a	AG-DWELLING, GARAGE, ETC.			27,930,685	29,611,159	1,680,474	6.0%
14b	AG-OUTBUILDINGS			9,421,027	9,392,994	(28,033)	-0.3%
15	MINERAL INTERESTS			-		-	
16	TOTAL VALUATION			3,227,315,984	3,350,584,185	123,268,201	3.8%

Office of
Lincoln County Assessor
Julie Stenger
Pat Collins – Deputy

301 North Jeffers, RM 110A
North Platte, NE 69101-3997
308-534-4350 Ext. 4170

North Platte Public Schools
c/o Superintendent
PO Box 1557
North Platte, NE 69103

Dear Sir:

Enclosed is a **preliminary value** for your district to use during the budget process. Lines 1, 2 and 5 through 15 are locally assessed property values for the current year. Lines 3a through 4b are centrally assessed by the Department of Revenue Property Assessment Division for **last** year. New values for these properties will be received in August. There will also be valuation changes caused by real property protests the month of June and Personal Property Schedules that continue to be updated.

Again, this is only a preliminary value! If you have questions, please call the office.

Julie Stenger

Julie Stenger
Lincoln County Assessor
June 13, 2025

State of Nebraska
Department of Revenue
Property Assessment
Division

CTL SCHEDULE III - School Taxes Levied - School Districts, Learning Comm., and School Bonds

See Instructions for Certificate of Taxes Levied Form 49
Attach this Schedule to Form 49 Summary Schedule

FORM 49
Due on or before
December 1, 2025

County Name	County Number	Base School District Name and Number	Base School Code	Unif / LC Code	U/L	Tax Year
Lincoln County, NE	56	NORTH PLATTE 1	56-0001			2025

Schedule No.	***Sequence No.	Check appropriate box for class of base school
30	1	00 [ ] Learn. Comm. 02 [ ] Class 2 03 [X] Class 3 04 [ ] Class 4 05 [ ] Class 5 08 [ ] Sch Bond (Class 8)

TOTAL VALUATION BY PROPERTY TYPE
(Include homestead exemptions)

PERSONAL PROPERTY

1	Commercial & Indust. Personal	1	45,787,068
2	Agric. Mach. & Equip. Personal	2	8,768,428
3a	Railroad Personal	3a	34,610,499
3b	Public Service Co. Personal	3b	35,857,510

REAL PROPERTY

4a	Railroad Real	4a	269,279,996
4b	Public Service Co. Real	4b	6,886,044
5	Residential land	5	330,992,675
6	Residential improvements	6	1,644,893,301
7	Commercial land	7	158,777,777
8	Commercial improvements	8	573,685,996
9	Industrial land	9	1,349,456
10	Industrial improvements	10	1,421,014
11	Recreational land	11	6,958,568
12	Recreational improvements	12	5,124,884
13a	Agland Irrigated	13a	83,811,263
13b	Agland Dryland	13b	9,962,557
13c	Agland Grassland	13c	84,659,565
13d	Agland Wasteland	13d	995,275
13e	Agland Other classifications	13e	2,058,211
13f	Ag-Farm site land	13f	689,273
13g	Ag-Homesite land	13g	4,946,415
13h	Non-AgUse Land	13h	64,257
14a	Ag-Dwelling, garage, etc.	14a	29,611,159
14b	Ag-Outbuildings	14b	9,392,994
15	Mineral Interests	15	0
16	***TOTAL VALUATION**	**16**	3,350,584,185

TAX RATES AND TAXES LEVIED INFORMATION

17	General fund tax rate for base school district or Learning Community	17	0.926125
18	Special building/sinking fund rate for base school district, or Learn. Comm.	18	0.023755
19	This line unassigned -- DO NOT report data for this line.	19	
20	Qualified Capital Purp.Undertaking Fund (QCPUF) or Hazard Abatement, grades K-12 or 9-12	20	0.008274
21	Elementary Sch Qualified Capital Purpose Undertaking Fund or Hazard Abatement, or Learn. Comm. Capital Project	21	0.000000
22	Other tax rate (other than bonds voted by patrons) specify description :	22	0.000000
23	**TOTAL SCHOOL TAX RATE** (sum of line 17 through line 22)	**23**	0.958154
24	**Total School Taxes** (line 16 multiplied by line 23, & record on line 27)	**24**	32,103,776.89

**BONDS (use this section for School Bond Schedules Only!)

25	**School Bond tax rate**	**25**	
26	**School Bond taxes levied** (line 16 multiplied by line 25, & record on line 27)	**26**	

TOTAL TAXES (use this section for All Schools & School Bond Schedules)

27	*** TOTAL TAXES LEVIED** (line 24 or line 26)	**27**	32,103,776.89
28	*** Total Homestead tax loss**	**28**	0.00
29	*** Total Real Property Tax Credit**	**29**	2,386,028.35
30	*** Total Unused Real Tax Credit**	**30**	0.00
31	*** Total SDPTRC Credit**	**31**	8,103,817.83
32	*** Total Unused SDPTRC Credit**	**32**	7,046.66

** Complete a separate Sched.III, Class 8, for each school bond showing the bond's value by property type, bond tax rate, and bond taxes levied.

* All totals from lines 16, and 27 through 32 must be entered on form 49 Summary Schedule

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Office of
Lincoln County Assessor
Julie Stenger
Pat Collins – Deputy



301 North Jeffers, RM 110A
North Platte, NE 69101-3997
308-534-4350 Ext. 4170

North Platte Public Schools
c/o Superintendent
PO Box 1557
North Platte, NE 69103

Dear Sir:

Enclosed is a **preliminary value** for your district to use during the budget process. Lines 1, 2 and 5 through 15 are locally assessed property values for the current year. Lines 3a through 4b are centrally assessed by the Department of Revenue Property Assessment Division for **last** year. New values for these properties will be received in August. There will also be valuation changes caused by real property protests the month of June and Personal Property Schedules that continue to be updated.

Again, this is only a preliminary value! If you have questions, please call the office.

Julie Stenger
Lincoln County Assessor
June 17, 2024

State of Nebraska
Department of Revenue
Property Assessment
Division

CTL SCHEDULE III - School Taxes Levied - School Districts, Learning Comm., and School Bonds

See instructions for Certificate of Taxes Levied Form 49
Attach this Schedule to Form 49 Summary Schedule

FORM 49
Due on or before
December 1, 2024

County Name	County Number	Base School District Name and Number	Base School Code	Unif / LC Code	U/L	Tax Year
Lincoln County, NE	56	NORTH PLATTE 1	56-0001			2024

Schedule No.	***Sequence No.	Check appropriate box for class of base school
30	1	00 [ ] Learn. Comm. 02 [ ] Class 2 03 [X] Class 3 04 [ ] Class 4 05 [ ] Class 5 08 [ ] Sch Bond (Class 8)

TOTAL VALUATION BY PROPERTY TYPE
(Include homestead exemptions)

PERSONAL PROPERTY

1	Commercial & Indust. Personal	1	35,839,195
2	Agric. Mach. & Equip. Personal	2	4,003,272
3a	Railroad Personal	3a	32,213,226
3b	Public Service Co. Personal	3b	33,043,424

REAL PROPERTY

4a	Railroad Real	4a	290,280,911
4b	Public Service Co. Real	4b	6,546,906
5	Residential land	5	328,587,999
6	Residential improvements	6	1,534,977,874
7	Commercial land	7	156,829,592
8	Commercial improvements	8	578,677,530
9	Industrial land	9	1,349,456
10	Industrial improvements	10	1,289,715
11	Recreational land	11	6,944,865
12	Recreational improvements	12	4,743,084
13a	Agland Irrigated	13a	79,188,482
13b	Agland Dryland	13b	9,396,247
13c	Agland Grassland	13c	77,379,147
13d	Agland Wasteland	13d	959,637
13e	Agland Other classifications	13e	2,013,354
13f	Ag-Farm site land	13f	642,251
13g	Ag-Homesite land	13g	4,994,915
13h	Non-AgUse Land	13h	63,190
14a	Ag-Dwelling, garage, etc.	14a	27,930,685
14b	Ag-Outbuildings	14b	9,421,027
15	Mineral Interests	15	0
16	***TOTAL VALUATION**	**16**	3,227,315,984

TAX RATES AND TAXES LEVIED INFORMATION

17	General fund tax rate for base school district or Learning Community	17	0.994952
18	Special building/sinking fund rate for base school district, or Learn. Comm.	18	0.025809
19	This line unassigned -- DO NOT report data for this line.	19	
20	Qualified Capital Purp.Undertaking Fund (QCPUF) or Hazard Abatement, grades K-12 or 9-12	20	0.034738
21	Elementary Sch Qualified Capital Purpose Undertaking Fund or Hazard Abatement, or Learn. Comm. Capital Project	21	0.000000
22	Other tax rate (other than bonds voted by patrons) specify description :	22	0.000000
23	**TOTAL SCHOOL TAX RATE** (sum of line 17 through line 22)	**23**	1.055499
24	**Total School Taxes** (line 16 multiplied by line 23, & record on line 27)	**24**	34,064,309.65

****BONDS** (use this section for School Bond Schedules Only!)

25	**School Bond tax rate**	**25**	
26	**School Bond taxes levied** (line 16 multiplied by line 25, & record on line 27)	**26**	

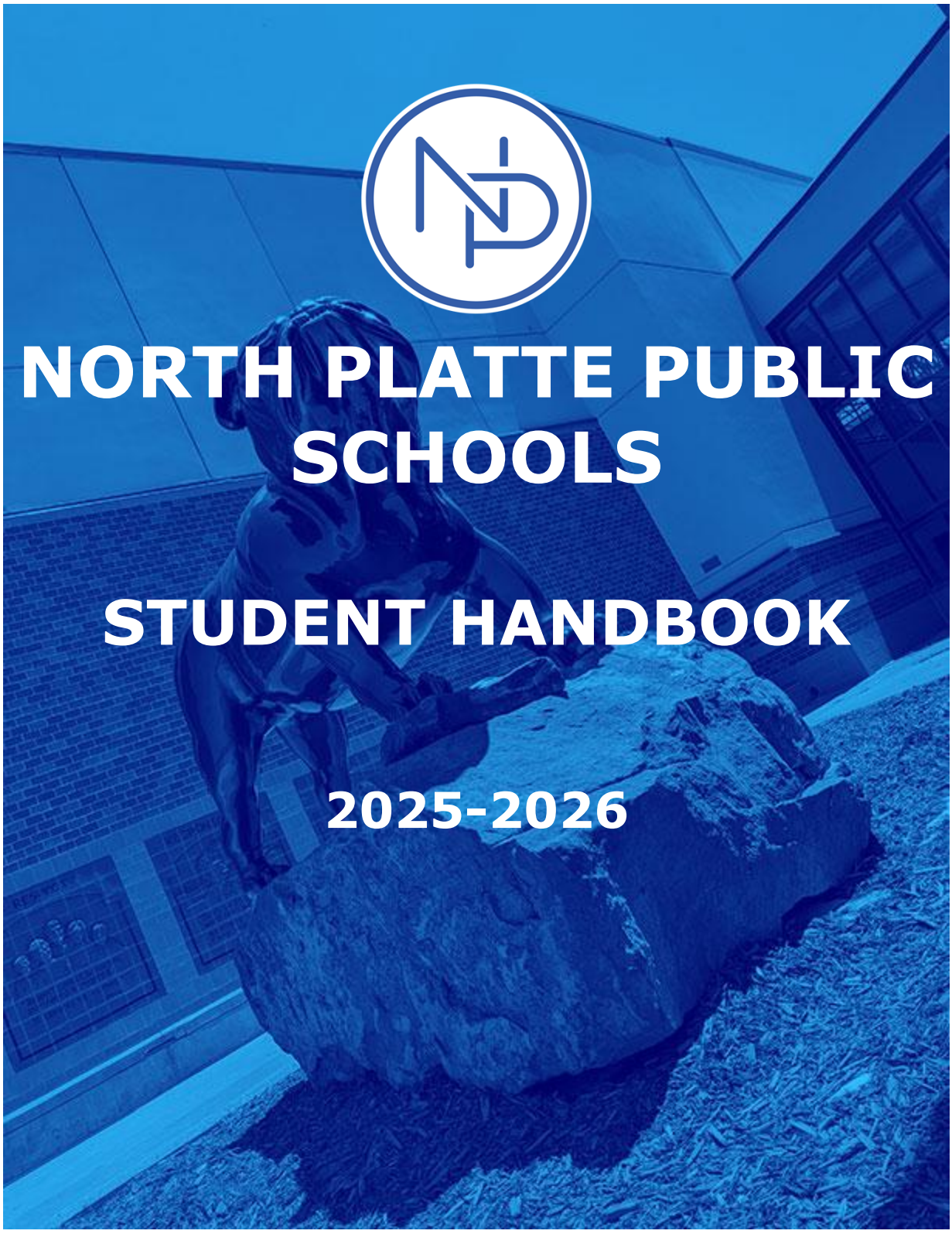
TOTAL TAXES (use this section for All Schools & School Bond Schedules)

27	*** TOTAL TAXES LEVIED** (line 24 or line 26)	**27**	34,064,309.65
28	*** Total Homestead tax loss**	**28**	0.00
29	*** Total Real Property Tax Credit**	**29**	2,119,233.47
30	*** Total Unused Tax Credit**	**30**	0.00
31	*** Total Personal Prop Exempt Tax Loss**	**31**	0.00

** Complete a separate Sched.III, Class 8, for each school bond showing the bond's value by property type, bond tax rate, and bond taxes levied.

* All totals from lines 16,27,28,29,30, and 31 must be entered on form 49 Summary Schedule

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NORTH PLATTE PUBLIC SCHOOLS

STUDENT HANDBOOK

2025-2026

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than 8/30/25.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Todd Rhodes

_____

Superintendent






FOCUS WALL





Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Brandy Buscher (student) Kevin Mills (staff) at 308-535-7100, bbuscher@nppsd.org kmills@nppsd.org or in person at McKinley Education Center.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related

concerns or questions, should contact the Title IX Coordinator:Brandy Buscher (student) Kevin Mills (staff) at 308-535-7100, bbuscher@nppsd.org kmills@nppsd.org or in person at McKinley Education Center. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.nppsd.org/page/title-ix

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brandy Buscher (student) Kevin Mills (staff) at 308-535-7100, bbuscher@nppsd.org kmills@nppsd.org or in person at McKinley Education Center.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact: Brandy Buscher (student) Kevin Mills (staff) at 308-535-7100, bbuscher@nppsd.org kmills@nppsd.org or in person at McKinley Education Center. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3057 – Nondiscrimination.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.



Discontinuing Enrollment – 5-Year-Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment

is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16- and 17-Year-Old Students
Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer
Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences
The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical illness of the student or of a child whom the student is parenting. A physician's verification is required after four (4) consecutive days of absence for illness.

2. Medical/Counseling appointments for the student or for a child whom the student is parenting will be considered an exempt absence if a medical note is submitted within 5 days of the absence.

3. Death or serious illness of the student's family member

4. Attending a funeral, wedding or graduation

5. Appearance at court or for other legal matters

6. Observance of religious holidays of the student's own faith

7. College visits will be considered an exempt absence for seniors. Each senior or junior may attend two visits not to exceed 2 school days. Additional visits are considered excused but not exempt.

Excessive Absenteeism
When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. This absence will be considered an exempt absence.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general

interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe to Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator. All students and parents reporting bullying should use the district's reporting form attached here. https://5il.co/pymp

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or

guardian, after meeting with the parent or guardian to discuss the rule violation.

1st offense - a parent or legal guardian of the offending student must pick up the confiscated devices from the person in office. (Robo - Call)

2nd offense - a parent or legal guardian of the offending student must pick up the confiscated devices from the person in office. (Robo - Call)

3rd offense - a parent or legal guardian of the offending student must pick up the confiscated devices from the person in office, and after school detention or Thursday School. (Robo - Call)

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.

- Failure to comply with the district AI policy.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Brandy Buscher @ 308-535-7100.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be

notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline

of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;

b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent

do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

    1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

    2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.



I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or

directive.

4. Students shall not use school computers to participate in on-line auctions or mp3/mp4 sharing systems.
5. Students shall not use school computers to participate in on-line gaming during school hours unless prior approval has been granted by the teacher or supervisor.
6. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
7. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
8. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
9. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
10. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
11. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
12. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
13. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
14. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
15. Students shall not falsify electronic mail messages or web pages.
16. Users shall not engage in any form of vandalism of the technology resources.
17. Students shall not participate in cyberbullying or use of

objectionable language in public or private messages. Ex. racist, terrorist abusive, sexually explicit, threatening, stalking, demeaning or slander.

18. Any questions about what is considered unacceptable use, check with the classroom teacher or supervisory.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.



In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

Pursuant to Section 79-2, 140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Brandy Buscher at 308-535-7100, bbuscher@nppsd.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brandy Buscher at 308-535-7100, bbuscher@nppsd.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact: Brandy Buscher at 308-535-7100, bbuscher@nppsd.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently

alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

We are **requiring** NPPS Parents & Guardians to complete the Online Registration Update in the Parent Portal to verify and update your family and student information. This process also allows you to electronically sign for needed release agreements including:

- NPPS Parent & Student Handbook
- Field trip
- Internet / Technology Acknowledgement
- Media Release

Through the registration you can also update any medical conditions or required medications for your students.

If information is not updated by September 1st, your Parent Portal access will require you to update information before accessing any of its other features.

Instructions: Login to Parent Portal (If you don't have a parent portal account yet, email us at parentportal@nppsd.org

Note for split household families: The first guardian to sign-in to complete the OLR Update process will take precedence. The remaining household guardian will be unable to update information through the portal. If you have updates to your information please contact the Welcome Center by emailing welcomecenter@nppsd.org

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist , which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $0 and adults $2.75 for breakfast.

Lunch
Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $2.50. Lunch for 7-12 lunch is $2.75 for students and $4.60 for adults.

Payment for Meals
Families may pay for school lunches using cash, check, or credit card payment. Electronic or e-fund payments are also available through the Parent Portal. Those needing assistance with lunch meal costs are encouraged to complete a free & reduced lunch application. The application is available through your parent portal beginning August 1st. Once logged into the portal click on "More" , then "Meal Benefits" to complete an online application.

Paper applications are also available through the Welcome Center at McKinley. If you don't have a parent portal account yet, you can contact us at: parentportal@nppsd.org.

Meal Charge Policy
The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the reduced or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a basic

meal. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt
The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

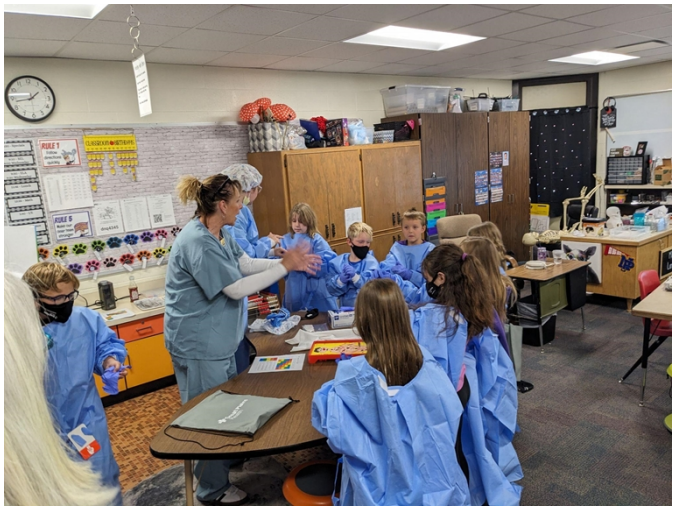
Notice of Non-discrimination
In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip at the beginning of the year. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.



First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have

an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Maggie Butler, who may be contacted at 308-535-7100.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must inform the district of changes to phone numbers, addresses, and emergency contacts. Failure to reach a parent of an ill student could result in notification of law enforcement.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, varicella,pertussis, tetanus, polio, and hepatitis B series, and Hib and pneumococcal for Pre-K enrollment;or
- a notarized religious or medical waiver of refusal to provide the immunization history.

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the front office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations.

Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:
Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as the North Platte Public School Foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. Refer to Board of Education Policy 5018.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the

assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.



Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.

2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.



The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. Kids Klub has priority to the playground afterschool. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school

district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled will be communicated with Parents two weeks prior to the survey. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order. **However, if any individual—regardless of custodial status—fails to follow district safety procedures or engages in disruptive, threatening, or inappropriate behavior while on school property, they may be asked to leave and may be prohibited from**

returning to school grounds. The safety of our students and staff is our highest priority.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day for elementary school typically begins at 8:05 a.m. and ends at 3:20 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 30 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day. Wednesday school begins at 8:05 a.m. and ends at 2:30 p.m.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The Nebraska State Assessment as mandated by the Nebraska Department of Education will be administered annually each spring in grades 3-8 and 11 to determine the students' achievement probability for individual success.



Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics. For more information about student fee's, a link to the policy is attached. https://docs.google.com/document/d/141LHWHJrhEPD8x7h8wgUZ0LpdSWuF4YK/edit?tab=t.0



Waiver Policy
Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.
When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.



Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of

directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 15, 2025.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be

disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that

the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team shall consist of any of the following groups or individuals. This team may include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, probation officer, county attorney and members of the mental health profession who would be willing to work with the school. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an

appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements,

written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. **If misconduct is recurring, the student will not be allowed to ride the bus.**

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short- term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school

event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other

district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. If a decision is made to close schools, communication will go out through our district's messaging system to our families and shared with local news stations by approximately 7:00 am. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the school.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter at the end of the student's senior year if the student held honor roll status at least one time during their freshman, sophomore and junior years. Students may earn honor roll status in one of two grade point average categories: 3.5-3.99 and 4.0.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Grades

Students will receive letter grades for their academic core classes.

Letter	Percentage Range	Grade Calculation	GPA Calculation	Proficiency Levels
A	90-100 %	4.0	3.51-4.0	Exceeds
B+	85 - 89%	3.5	3.25-3.50	Proficient
B	80-84%	3.0	3.0-3.24	Proficient
C+	75 -79 %	2.5	2.50-2.99	Developing
C	70-74%	2.0	2.00-2.49	Developing
D+	65-69%	1.5	1.50-1.99	Beginning
D	60-64%	1.0	1.00-1.49	Beginning
F	59% and below	0	0.00-0.99	Beginning

Graduation Awards

Highest Distinction:

Students must rank in the top 5% of their graduating class **AND** complete the courses noted below to qualify for highest distinction. Note: These requirements are higher than credit numbers required for graduation.		
Students must complete his/her 7th semester as a full-time student at NPHS.		
Mathematics	40 credits to include one of the following:	Trig., Pre-Calc., Calculus 1, College Algebra, or Stats.

Language Arts	40 credits to include one of the following:	Advanced Composition or Advanced Lit. & Comp.
Science	30 credits to include one of the following:	Chemistry, Physics, Physiology, Adv. Biology, or College Chemistry.
Social Studies	40 credits to include one of the following: (Required social studies courses amount to 35 total credits. Highest distinction requires 40.)	Advanced American Government, Advanced US History. To earn the final 5 required credits, any one of these courses would work: Psychology, Sociology, Ancient Civilization, Holocaust History, Pop Culture, International Relations.
World Language	20 credits of the same foreign language.	Spanish or French

Distinction:

Students earning Distinction must meet the *same course requirements* as Highest Distinction, noted above.
Students must rank in the top 10% of their graduating class. (This does not include the top 5% recognized in Highest Distinction.)
Students must complete his/her 7th semester as a full-time student at NPHS.



Graduation Requirements

Students must earn 245 total credit hours in order to graduate from high school.Required courses and credit hours that students must complete in order to qualify for the North Platte High School Diploma are:

Class of:	2024+
English	**40 Credits**
English 9	10 Credits
English 10	10 Credits
English 11	10 Credits
English 12	10 Credits
Communication Language Arts	**5 Credits**
Basic Communication or *Public Speaking*	5 Credits
Math	**30 Credits**
Freshman Math (Algebra I)	10 Credits
Sophomore Math (Geometry)	10 Credits
Junior/Senior Math (Alg. II, College Alg., etc.)	10 Credits
Science	**30 Credits**
Physical Science (9th)	10 Credits
Biology (10th)	10 Credits
Junior/Senior Science (Earth, Physics, Adv. Bio, etc.)	10 Credits
Social Studies	**30 Credits**

World History (10th)	10 Credits
U.S. History (11th)	10 Credits
American Government (12th)	5 Credits
Social Studies Elective (Soc., Psych., Civics, etc.)	5 Credits
Physical Education	**10 Credits**
(Foundations of PE, Lifetime Activities, Strength & Conditioning)	
Healthy Lifestyles	**5 Credits**
Personal Finance	**5 Credits**
Computer Science	**5 Credits**
(*Digital Media, Computer Apps, or IT Fundamentals*)	
Electives (Lang., Art, Business, Skills, etc.)	**85 Credits**
Total Credits	**245 Credits**

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.



Mid-Term Graduation

Students may apply for early graduation to the principal only if special circumstances exist and they have met all other graduation requirements of the Board of Education. Approval of early graduation is at the discretion of the principal. Any student who wishes to graduate from North Platte High School prior to the end of their senior year must submit an application for early graduation by the end of the first term of their senior year. This applies to all students completing high school graduation requirements prior to their scheduled graduation cohort year. The principal will review all early graduation applications with a building committee. The building committee will include the principal or designee, career coach, the student's assigned counselor, and two teacher leaders and/or any other person(s) who can contribute relevant information regarding the student. The building committee will be set prior to each school year. The principal will forward applications to the Superintendent and/or his/her designee. Special circumstances will be reviewed by the building committee.


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SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity,

or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Thursday school. When in-school suspensions, after-school assignments, Thursday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Thursday School

The building administrator may require a student to attend Thursday School for two hours on Tuesday, Wednesday,or Thursday after school. Thursday School is held from 3:30 AM to 5:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Thursday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation

of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork.

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term*

"under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of

tobacco, tobacco or nicotine derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing

concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to

the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

WELLNESS

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*



1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages

may be sold in competition with school meals in the food service area during the meal service.

d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

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Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 301 W F Street, North Platte, NE 69103, (308) 696-3305. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: https://www.nppsd.org/. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.nppsd.org/page/title-ix

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

> **Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.
>
> **Complaint** means an oral or written request to the school district that objectively can be understood as a request for the school district to

investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
  - **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment

responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decision maker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate

a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	**Target Duration** (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;

- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based

harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title

IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decision maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination,

dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

2025-2026 Calendar

July 2025

Su	M	Tu	W	Th	F	Sa
		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		

July

4	Independence day
7-10	New Teacher Onboarding
23	NDE Day
25	AdCo (all district admin)

August 2025

Su	M	Tu	W	Th	F	Sa
					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

1, 4-6	New Teachers Report
7-8 and 11	All Teachers Report (PD)
	Para's Report
12	Professional Worktime/Flex Day
13	First Day K-9
14	First Day 10-12

September 2025

Su	M	Tu	W	Th	F	Sa
	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				

September

1	Labor Day (No school)
22	Professional Development

October 2025

Su	M	Tu	W	Th	F	Sa
			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	

October

10	End of Quarter 1 (Student Days-42 Staff-46)
16	No School
17	No School
16	K-12 P/T Conferences (4:00-8:00pm)
17	K-12 P/T Conferences (8:00am-12:00pm)
20	Professional Development

November 2025

Su	M	Tu	W	Th	F	Sa
						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						

November

26-28	No School-Holiday

December 2025

Su	M	Tu	W	Th	F	Sa
	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			

December

19	End of Quarter 2 (Student Days-44 Staff-48)
22	Professional Worktime
23-31	No School-Holiday

January 2026

Su	M	Tu	W	Th	F	Sa
				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

January

1-2	No School - Holiday
5	Start of 2nd Semester

February 2026

Su	M	Tu	W	Th	F	Sa
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

February

16	Professional Development

March 2026

Su	M	Tu	W	Th	F	Sa
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				

March

6	End of Quarter 3 (Student Days-44 Staff-45)
12	K-12 P/T Conferences (4:00-8:00pm)
13	K-12 P/T Conferences (8:00am-12:00pm)
12	No School
13	No School

April 2026

Su	M	Tu	W	Th	F	Sa
			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		

April

3	No School-Holiday
6	No School-Holiday

May 2026

Su	M	Tu	W	Th	F	Sa
					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						

May

10	Graduation
13	Student's Last Day (Student Days-44 Staff-47)
14	Professional Worktime/Flex Day
15, 18-21	Inclement Weather Makeup days
25	Memorial Day
2025-2026: Student Days-174 Staff-185	

June 2026

Su	M	Tu	W	Th	F	Sa
	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				

June

2:30 Early Dismissal Professional Learning
Professional Development/Worktime
Parent Teacher Conferences
No School
Quarter Begins or Ends

Board approved 12.9.2024

SCHOOL CALENDAR

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

One-To-One Responsibility Agreement (2025-2026)

At North Platte Public Schools, technology is an integral part of the learning process for each student. For this reason, the district has provided each student access to technology resources. At the K-8 grades, this access is granted only at school, whereas at 9-12 grades, students are assigned a device they can also use at home. Technology resources are on loan to students and remain property of North Platte Public Schools.

Whether at school or at home, **students will be responsible for the care and custody of district property** assigned to them. In the same manner that a student would be held accountable for the vandalism of district property, students will be held accountable for the loss or damage to district-provided technology resources resulting from a failure to take responsibility for these tools. **The district will provide students an opportunity to learn how to use these devices safely and responsibly, and families will agree to reinforce these behaviors.**

Reinforcing Responsible Behaviors

Behavioral research demonstrates that students of all ages will demonstrate responsible behaviors that are taught with intention, reinforced with consistency, and assessed with frequency. Prior to receiving their assigned device, the district's teachers will provide each student training on these responsible behaviors as per the district one-to-one expectations and guidelines. **Administrators, Teachers, Parents, and Fellow Students agree to reinforce these responsible behaviors** by monitoring and complimenting students who demonstrate those desired behaviors while modeling those behaviors for students who forget.

Students will commit to carrying their device safely, **closed with nothing between the keyboard and screen**, and supported by a firm surface to protect the screen. Students will also commit to transporting their devices in a case or backpack with a protective pocket. Students will not leave Chromebooks unattended unless secured in a safe place.

Students, who demonstrate responsibility for their assigned device as demonstrated in the lessons, will pay no additional cost this year. **However**, **students whose devices are lost or damaged as a result of behavior inconsistent with these expectations will be charged loss or damage fees as shown to the right.**

Student Cost for Damages or Loss	
Replacement of Chromebook	$250
Charger	$25
Bag	$25
Screen	$25
Bezel	$25
Headphone jack	$25
Clear protective case	$25
Keyboard	$50
Daughter board	$25
Top/bottom Chromebook case	$25
Hinges	$25
Replacement of iPad	$320
iPad Screen	$110
Replacement of Hotspot	$130

Voluntary Protection Plan

NPPS is offering a voluntary protection plan to provide families with peace of mind. The plan covers repair costs from accidental damage, loss or theft of the device up to the replacement cost of the equipment. Insurance covers from the date purchased till the start of next school year. You have 30 days from the start of school to purchase insurance. New families to the district have 30 days from the start of enrollment. **Insurance can be purchased through Campus Parent Portal as an Optional payment under Fees.** For questions concerning purchase of insurance contact the Technology Department at 308-696-3346.

Yearly payment……..$10.00 per student
1st incident deductible…….$15.00
2nd incident deductible……$20.00

***With insurance, after two incidents in a year, the full cost of repair or replacement will be assessed. When items are replaced such as a lost power adapter, we don't issue refunds.**

Voluntary Device Protection Plan

NPPS is offering a voluntary protection plan to provide families with peace of mind. The plan covers repair costs from accidental damage, loss or theft of the device up to the replacement cost of the equipment. Insurance covers from the date purchased till the start of next school year. You have 30 days from the start of school to purchase insurance. New families to the district have 30 days from the start of enrollment. **Insurance can be purchased through Campus Parent Portal as an Optional payment under Fees.** For questions concerning purchase of insurance contact the Technology Department at 308-696-3346.

Yearly payment……..$10.00 per student
1st incident deductible…….$15.00
2nd incident deductible……$20.00

***With insurance, after two incidents in a year, full cost of repair or replacement will be assessed. When items are replaced such as a lost power adapter, we don't issue refunds.**

Protection plan enrollment cost and deductibles will be adjusted as needed on an annual basis.

The Voluntary Device Protection Plan can be purchased through Campus Parent Portal or you can turn in check or cash to your school. If you want to pay at school, please use the form below to include all names of students you wish to purchase insurance for. Cost is $10 per student per school year. Please make checks payable to "North Platte Public Schools"

Parent Name: _____

Child 1. (Name & School) _____

Child 2. (Name & School) _____

Child 3. (Name & School) _____

Child 4. (Name & School) _____

Child 5. (Name & School) _____

Child 6. (Name & School) _____

Total amount included _____



EMPLOYEE HANDBOOK
2025-2026

North Platte Public Schools
301 West F
P.O. Box 1557
North Platte, Nebraska 69103-1557
(308) 535-7100
Fax (308) 535-5300

2025-2026
Employees Handbook
North Platte Public Schools
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RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or mended by the North Platte Public School District's administration at any time, consistent with applicable law and board policy. All staff shall be provided notice of any such changes by the North Platte Public School Superintendent's Office.

FOREWORD

Section 1 Intent of Handbook

Welcome to North Platte Public Schools. The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized.

References in this handbook to “classified employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate. This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or

changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non contract employees in any way. Rather, it is a guide to, and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at:

https://meeting.sparqdata.com/Public/Organization/124?show=Policies

Policy No. 4034 The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district’s employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Section 2 Information About North Platte Public Schools

The North Platte School District is a progressive learning community that serves approximately 3500 students. North Platte Public Schools has one high school, two middle schools, seven elementary schools, an alternative high school program, an early childhood program, and a comprehensive district preschool located at Buffalo. The District features all day kindergarten programs at all of our elementary buildings. North Platte Public Schools is located in a community of 25,000 people. North Platte is located equal distance between Denver and Omaha along Interstate 80 in west-central Nebraska.

Section 3 Email Correspondence Disclaimer

The primary means of communication for North Platte Public Schools is district email. Updates to policies, handbooks as well as district expectations and practices will be sent through email. Human resources and payroll use email to communicate with staff. Staff are encouraged to check their email regularly and throughout the calendar year, including breaks. Staff will be required to acknowledge access to handbooks, policies, and other applicable information annually. **Failure to sign acknowledgement does not exempt employees from regulations.**

Section 4 Evaluation Overview

An orientation session will be scheduled annually for all principles to discuss procedures necessary to implement the handbook on “Teacher Supervision and Evaluation Model”

Section 5 Members of the Board of Education

Emily Garrick,President, Ward 3
Jo Ann Lundgreen, President, Ward 2
Cindy O’Connor, Secretary, Ward 1
Skip Altig, Ward 1
Angela Blaesi, Ward 2
Justin Thompson, Ward 3

Section 6 Administrative Staff

Central Office Administration 308-535-7100

Dr. Todd Rhodes Superintendent of Schools

Dr. Damon McDonald	Assistant Superintendent of Finance, Facilities, & Operations
Kevin Mills	Director of Human Resources
Erica Johnson	Director, Special Services
Lyndsey Douglas	Director, Elementary Teaching and Learning
Vikki Carlson	Director, Secondary Teaching and Learning
Brandy Buscher	Director, Student Services
Brandon Petersen	Director, Communications
James Ayres	Director, Facilities and Maintenance
Brian Tegtmeier	Director, Technology
Carrie Lienemann	Director, Kids Klub

Building Administration

Jami Allen	Principal, Lincoln Elementary	308-535-7138
Briana Hawks	Dean, Lincoln Elementary	308-535-7138
Haley Smiley	Principal, Cody Elementary	308-535-7132
Collette Saur	Principal, Eisenhower Elementary	308-535-7134
Dr. Tami Eshleman	Principal, Jefferson Elementary	308-535-7136
Allen Furlong	Dean, Jefferson Elementary	308-535-7136
Danesa Fleck	Principal, Lake Maloney School	308-532-9392
Kirsten Boman	Principal, Buffalo Learning Center	308-535-7130
Kim Flanders	Principal, McDonald Elementary	308-535-7140
Veronica Gale	Principal, Washington Elementary	308-535-7142
Marie Brosius	Principal, Adams Middle School	308-535-7112
Christian Bradley	Assistant Principal/ Middle School Activities	308-535-7112
Robin Vahle	Principal, Madison Middle School	308-535-7126
Cory Spotanski	Principal, North Platte High School	308-535-7105
John Bryn	Assistant Principal, North Platte High School	308-535-7105
Aaron McCoy	Assistant Principal/Activities Director, North Platte High School	308-535-7105
Andy Butler	Assistant Principal/Activities Director, North Platte High School	308-535-7105
Kelsey Cahill	Dean, North Platte High School	308-535-7105

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The school calendar is found at **Appendix A**.

Section 2 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. North Platte Public Schools will utilize an automated messaging system to notify staff and families of school cancellations.

North Platte Public Schools uses a communication system to alert families and staff of weather-related school closings. The communication system allows the administration to notify by telephone and email when school has been canceled due to bad weather. School closing information will also be announced through local media.

The decision to close school is made after an early inspection of road conditions and school facilities, as well as current or forecasted weather conditions. When a school closing decision is made in the evening, the district staff try to notify families and staff by 10:00 p.m. When a decision is made in the morning, district staff try to notify families and staff by 7:00 a.m. Families and staff could receive a call as early as 6:00 a.m. to ensure our system has time to complete all notifications by 7:00 a.m.

Sometimes weather worsens during the school hours, making it advisable to dismiss students before the regular dismissal time. It shall be the philosophy of the District to avoid early dismissal if possible except in extreme cases. Parents who wish to remove their children during inclement weather may do so. In the event of an early dismissal, the communication system will be activated.

The final decision as to whether a child should attend school or stay at home is at the discretion of the parents.

Staff Information for Weather Closings When school is closed for weather conditions, teachers and paraprofessionals do not report. Hourly staff will not be compensated for weather closing days.

All administrators, secretaries, and technology staff are to report unless unable to safely arrive at their work site. Personnel who cannot reach work when requested may take paid time off leave. Central Office Administration requires staff to remain on call throughout the day.

All maintenance and custodial staff are to report, unless notified otherwise by their supervisor.

Section 3 Contract Days

Teachers are contracted for 185 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration. If school is canceled, it is at the discretion of the district to schedule additional calendar days to compensate for weather related cancellations. This would mean that teachers would be making up canceled school days, or "snow days."

Article 2 – EMPLOYEE COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Job descriptions are provided to all interviewees and available upon request. All resignations must be submitted in writing to supervisor and Human Resources.

Certified staff are employed by North Platte Public Schools when the certified staff signs a contract and the Board of Education approves such contract of employment. Job descriptions are provided to all interviewees and available upon request. The Certified Staff employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On March 15 of each school year certified staff will be requested to accept employment for the next school year and shall be required to signify such acceptance on or before March 31 or such other date after March 15 as may be designated in the notice. It is important for staff to respond to the request to signify acceptance as a failure to signify acceptance of employment by the March 31 or other designated date shall constitute cause for amendment of termination of the contract. If staff signifies acceptance of employment for the next school year the teacher will be issued a new Contract.

Should staff wish to resign from employment, staff should give **written** notice of resignation to the Human Resource Director. Certified requests to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. Any probationary or permanent certificated employee whose contract of employment may be amended, terminated, or not renewed for the next school year **shall be notified in writing on or before April 15** of each year of such possible action on the contract. If the certificated employee wishes a hearing, a written request shall be sent to the secretary of the school board or the superintendent of schools or the superintendent's designee within seven calendar days after receipt of the written notice. Unless (1) continued by written agreement between the parties or their representatives as provided in this section or (2) a hearing officer is utilized as provided in sections 79-840 to 79-842, **final action by the school board must be taken on or before May 15 of each year.** If a hearing on amendment, nonrenewal, cancellation, or termination is not requested within the time provided for in sections 79-824 to 79-842, the school board shall make a final determination. With regard to all hearings provided for under such sections, either formal due process hearings or informal hearings, the **certificated employee shall be advised in writing at least five days prior to the date of hearing of the date, time, and place of the hearing.** Except as provided in section 79-840, all such hearings shall be held **within thirty days of the date of the request for hearing**. The parties or their representatives by mutual agreement, confirmed in writing, may extend the times for hearings or final determinations by the board under sections 79-824 to 79-842.

The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829, 79-831

Section 2 Selection of Staff

The process for the selection and assignment of staff is the responsibility of Human Resources with the direction of the Superintendent. It shall be the duty of the Director of Human Resources or designee to assure that all persons meet the qualifications established by law and the Board of Education for the position. North Platte Public Schools shall strive to attract and retain the best qualified personnel available for every position.

The selection procedure is uniformly applied to every candidate. There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.

Staff who are hired and have less than six months employment will not be granted movement on salary scale.

Section 3 Screening and Selection of Staff

The Human Resources Department coordinates the applicant screening and selection process. This process is uniformly applied to every candidate for a particular position, but can vary depending upon the position. Candidates may be eliminated from consideration throughout the process.

a. All persons must complete the appropriate application and request accompanying documentation prior to consideration for employment.
b. Human Resources coordinates an examination of the application and supporting material.
c. The file of an applicant who had formerly been employed by the District will be reviewed. The rehiring of a former employee is contingent on a positive performance record. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.
d. Reference checks are completed.
e. Structured interviews are coordinated by Human Resources.
f. A supervisor conducts one or more interviews with HR.
g. The supervisor makes their recommendation to the Human Resources Department concerning the selection for the position.
h. Human Resources makes a conditional job offer and initiates background checks, including but not limited to criminal history, sexual offenses, child abuse; and any other requirement(s) for the position, i.e. post offer physical, Department of Transportation physical, licensing, etc.
I. Administration has the discretion to determine compensation and movement of staff. Movement is not guaranteed if staff has been less than six months on job assignment.

Section 4 Assignments

The duties to be performed are subject to assignment by the administration and the supervisor. Job descriptions provide additional information about the position duties. All applicants are provided a copy of the job description. Current employees may request a current job description from the Human Resources office.

Regular, dependable and in-person attendance is an essential function of all positions within North Platte Public Schools. Employees are expected to devote full time and/ or assigned hours during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability. Employees are expected to work their assigned hours, any exceptions must be approved by supervisor and Human Resources.

Section 5 Transfer of Assignments

The following procedure applies to transfer of employees:

1. Staff may request a transfer to an assignment following established procedures and practices.
2. In order to be considered for the position, staff must meet the minimum requirements for the position and be able to perform the essential functions of the position with or without reasonable accommodations.
3. Transfers may be made administratively by the Human Resources Department
4. Supervisors may change assignments within a building or department for similar positions, with Human Resources approval.
5. Right of assignment is at the discretion of building and district administrators.

Section 6 4007 Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written

authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.
An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.
No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Section 7 4030 Evaluations of Certified Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing**.**

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

> **Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.
>
> **Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

4031 Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

> **Entire Instructional Period.** For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.
>
> **Actual Classroom Observation.** Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Section 8 4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education. **Procedural Steps.** The procedure for handling grievances is as set forth in **4013**

Section 9 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education. Please refer to the Negotiated Agreements and/ or **Appendices** for your compensation schedule and starting salary information. Movement is not guaranteed annually. Negotiated agreements determine movement for paraeducators and certified staff.

Administrative Assistant Placement

- Educational Attainment: A newly hired Assistant shall be placed on step 1.0
    - An Associate's degree or 60 hours of college credit will be granted a one-time advancement of two levels for educational attainment on the Assistants Hourly Rate Pay Scale.
    - A Bachelor's degree will equate to a one-time advancement of four levels for educational attainment on the Assistants Hourly Rate Pay Scale. If an Assistant was previously granted two levels for Associate's Degree or 60 hours, the Bachelor's Degree within their work related field, will be limited to two levels.
    - The maximum initial placement will be step 10.
    - Employees will be granted 2 steps for experience within the work related field
    - Employees hired after February will receive the same compensation after completion of one year and then adjustment in compensation will be at the next fiscal year.

Work Week. The Fair Labor Standards Act requires that wages be calculated on a workweek-by-workweek basis. A work week is seven consecutive days. The District workweek begins on Sunday and ends on Saturday.

All hourly classified employees will use the District Time Management System to record hours worked. Compensation will be paid for the actual time worked based on clock in and clock out times.

Employees are responsible for monitoring their hours weekly to ensure accuracy. Employees may reference the District Time Management System and Employee Portal.

Payment. Employees are paid monthly for hours worked in the previous month. Employees are paid on the 20th of the month, or the last preceding work day if the 20th falls on a holiday or weekend. Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leave, the employee's salary shall be reduced by the hours missed.

Volunteer Work. No employee can be required to serve on a building or district committee. All committee service is strictly voluntary. Any individual volunteering to serve on building or district committees will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

Subcontracting duties. Employees may not subcontract their assigned duties with North Platte Public Schools.

Hourly staff will use the District Time Management System unless given special instructions to use Time Logs. Certified staff may use Time Logs for activities beyond their normal contracted days. Time Logs are official payroll documents used for compensation and reporting hours to retirement. The annual audit pulls the payroll information to verify payments to staff. This means that the district administration must be very specific in what can be included in time logs:

- Time Logs are done on a **monthly** basis. There cannot be multiple months on submitted time logs. (ie. May and June cannot be submitted on the same time log)
    - Time Logs are due to Payroll by the **1st of each month**. If staff work on the last day of the month, then they must submit the next business day.
    - Time logs are time-intensive to process and require payroll to hand key all information for each time log.
- Time logs must be **signed** by staff and supervisors prior to submission to Payroll. Unsigned time logs will not be processed without proper signatures. Auditors need documentation that staff worked those hours.
- Time logs must be calculated on 15 minute intervals. Staff may not submit time prior to start time of training nor for extension of training without permission of administrator.. Designated times for training will be shared.
- Time logs are paid the **next month**. (ie. May hours are paid in June)
    - Hours reported to Retirement are submitted on a monthly basis.
- Time logs must be submitted separately for different activities which require different budget codes. (ie. Summer Weights and Training cannot be submitted on same time log.)
    - Time logs with pre-filled budget codes may be provided.
- Updated Time Logs should be used and can be found on the Employee Portal. Administrators and Supervisors will normally share the Time Logs.

Section 10 Benefits

Classified employees are provided benefits in accordance with their employment classification and Board policy (see **Appendix C**). Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such an election, the employee election from the

immediately preceding school and contract year shall be continued. Employees are responsible for informing the Payroll Department in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available from the Human Resources Department.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 11 Payroll

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employees' start date will be at least two working days after the required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

Direct Deposit. The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll.

Pay Advice. All pay advice information is located in the Employee Portal. To view pay advice, the employee must visit the **nppsd.org** website and register for the Employee Portal with a username and password. The employee is encouraged to visit the Employee Portal each month to see payment details prior to contacting the payroll department with questions. Employee Portal will not be available to new employees until after their first paycheck.

Name and Address Change. If an employee's address or phone number changes at any time during employment with the District, the employee must contact Human Resources and the payroll department as soon as possible. Maintaining accurate employee information is a requirement for all school districts.

If an employee changes their name, they will need to contact the payroll department once they have official legal documentation indicating the new name. Technology department will be contacted next to update email, ID badge and technology equipment checked out (employee must bring laptop and case

when updating a name change). Human Resources will receive the Name Change form last to update Personnel Files and district computer programs.

Section 12 Payroll Deductions

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions authorized by an employee on the appropriate sheet which comply with Nebraska wage assignment statutes.

Retirement. NPPSD employees who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System. Employees under eighteen (18) years of age may elect not to join. Once the employee reaches the age of 18 and works more than 20 hours per week, retirement will begin to be deducted.

The following employees are required to participate in the retirement plan:

- All permanent employees of a Nebraska school district, an educational service unit, the state or county (if the position with the state or county requires a teaching certificate), working at least 20 hours per week on an on-going, regular basis, or with a full-time contract.
- A permanent employee initially hired at less than 20 hours per week who provides service for 20 hours or more per week (80 hours per month) in any three calendar months of a plan must be enrolled in the retirement plan for the next payroll period.
- An employee must be a United States citizen or a qualified alien in order to participate. Once an employee meets the requirements to participate in the retirement plan, *they will remain in the plan until termination or retirement.*

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the total cost of contribution at 101%. Any member who terminates employment with NPPSD may:

1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.
2) Receive a refund or make inquiries to:

    Nebraska Retirement System
    PO Box 94816
    Lincoln, NE 68509
    1-800-245-5712

Long Term Disability (LTD). Employees working 20 hours per week are eligible for long-term disability coverage. Refer to **Appendix C** for specific benefits according to position.

Life Insurance. Term life insurance is available to all employees. District will provide $20,000 worth of insurance to employees working 20 hours or more per week. Employees may elect to purchase additional cover, up to $50,000 is paid through the section 125 plan and additional insurance above $50,000 is paid as a payroll deduction.

Health Insurance. The District will pay a portion of insurance based on the employees FTE up to a family health insurance premium in accordance with their employment classification, applicable negotiated agreement, and Board policy. When an employee is absent due to an illness and cannot return to work, the district will pay his/her health insurance premium for 12 weeks. North Platte Public Schools will not pay for health care when an employee has health insurance from another company and we become secondary insurance.

$2500 Deductible HSA Plan: For those employees electing the $2500 Deductible I-ISA Plan, the Board shall pay the following amounts toward the monthly insurance premiums at the rates established by the EHA for the levels of coverage for which each certificated employee is qualified:

Full monthly premium for employee health and employee dental (100% A, 75% B, 50% C coverage)

Full monthly premium for employee and spouse health and dental (100% A, 75% B, 50% C coverage)

Full monthly premium for employee and children health and dental (100% A, 75% B, 50% C coverage)

Full premium for employee, spouse, and children health and dental will be : (100% A, 75% B, 50% C coverage)

If employee elects the lower dual choice option Educators Health Alliance (EHA) health and dental insurance Blue Preferred $650 Deductible, the employee is responsible for underwriting the costs difference between the $2500 and $650 deductible

Section 125. Employees may participate in the District's Section 125 plan to the extent allowed by law.

Tax-Sheltered Annuity. All classified employees may have a payroll deduction toward a district selected tax-sheltered annuity (403b).

Section 13 Expense Reimbursement

North Platte Public Schools will reimburse individuals traveling on official school business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. Thus, all requests for reimbursement will be carefully reviewed and must conform to the guidelines outlined below. Any non-conforming expenses will be rejected. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of school funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the expectation of the North Platte School Board to limit travel costs to only those expenses that are necessary for providing essential services to the North Platte Public Schools. Further, travelers and travel planners must seek ways to reduce the cost of essential travel. Additionally, the Administration must ensure that all travel expenses conform to these travel guidelines.

Travel-related expenses are the costs incurred when employees go off-site for work-related training, conferences, seminars and/or meetings. These expenses include the cost of attending the session as well as the reasonable costs of transportation, meals, parking, hotel and other accommodations off-site.

Any travel expenditure that is not approved in advance or properly documented, or that is deemed to be excessive, may be partially or wholly rejected for payment. Any amount that is rejected will be the responsibility of the person who incurred the cost. The following guidelines shall apply to those traveling on official school business:

- **Itemized, original** receipts must be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses.
- When making travel arrangements, government rates or business rates should be obtained. Upgrades and special amenities are not reimbursable expenses. Requests for others (i.e. family members, friends, or non-employees) to accompany employee will be limited and subject to the approval of the District, and additional fees relating to the travel of others shall be non-reimbursable.
- If personal travel is combined with work related travel, the personal portion must be paid by the employee. Reimbursement for mileage will not be granted, when district transportation has been arranged and is available to the employee.
- No cash advancements will be made for anticipated expenses.

- Internet access charges must be pre-approved.
- The following expenses will **not** be reimbursed:
    - Alcoholic beverages, In-room movies, Mini-bar charges, Gym fees, Entertainment or recreational expenses, Laundry and dry cleaning, Travel Insurance,

    With regard to transportation:

    - Flight reservations will be arranged with the Business Office prior to arrangements being made.
    - The most economical fare available should be obtained and is a reimbursable expense.
    - Transportation will be obtained by the most cost effective means.
    - District gas cards may only be used to purchase gas for district-owned vehicles for work-related travel.
    - The use of a rental car requires approval in advance of any travel. If a rental vehicle is approved, it should be a “mid-class” vehicle or smaller. The district will not be responsible for expenses related to fines or other expenses incurred due to traffic or parking violations.
        - Fuel purchased for use of a rental vehicle may be purchased using the district issued p-card or with the employee’s own funds. Receipts must be turned into the business office.
    - Mileage reimbursement will be at the per mile rate approved by the IRS. Travel will be calculated from the employee’s beginning location, either home or work location, to the destination and back using an online map program. .
        - All travel performed using an employee’s personal vehicle will be reimbursed at the current mileage rate in accordance with this policy.
- With respect to lodging:
    - Lodging reservations will be made in advance of any travel and set up as a direct bill to the district. If an employee chooses not to direct bill, the employee will be required to pay for the lodging and request reimbursement.
    - Lodging will be paid at actual and reasonable rates for both instate and out-of-state travel, subject to the additional provisions of this policy.
    - Lodging at the conference location is appropriate and an approved cost.
    - Employees who arrange for others (i.e., family members, friends, or non-employees) to stay with them will be required to pay for the lodging and request reimbursement. Lodging reimbursement for employees who arrange for others to stay with them will be granted at 50% of the room rate, not to exceed what the district would have paid for single occupancy.
- With respect to meals: If meals or a portion of the meals are included in the travel arrangements (e.g. meal in flight) or at the conference or training session, no meal reimbursement will be made for that meal period. Meals will not be reimbursed if travel occurs within one hour before or after an employee’s normal work day.
    - All meals are to be purchased by the employee, then submitted for reimbursement on the Travel Reimbursement Form.
    - Charges for meals must be reasonable and in keeping with the regional cost for dining out.

- Reimbursement for tips is limited to 20% of approved meal price. Tips above 20% will be the employee's responsibility. The following schedule of per diem payments is the recommended allowances that will be reimbursed for meals:

	Instate	Out-of-state
Breakfast	$16.00	$ 21.00
Lunch	$19.00	$ 24.00
Dinner	$28.00	$ 33.00

- Registrations, taxi fares, parking fees and other miscellaneous travel-related expenses may be allowed subject to the discretion of the district.

To request reimbursement or payment, please follow the instructions below:

1. Complete and submit the Travel Reimbursement Request form, which is available online, or print it and return it to your building Principal or Supervisor for approval. **Please attach all copies of receipts to the form prior to submission.** The form must be received in the Business Office by the end of the month to be compensated the following month otherwise payment will be made in two months.
2. The building Principal or Supervisor will forward the request form to the Central Office Administrator for approval and payment.
3. Final Approval will be made by the Executive Director Financial, Facilities, and Operations.

Reimbursements for approved expenses will be mailed after the first board meeting of the next month. Reimbursements must be submitted by the last business day of each month to be paid in the next month.

The District maintains Travel Purchasing Cards in the Business Office. A Travel P-card can be "checked out" from the business office secretary for use in making travel reservations prior to business travel. The same Travel P-card will then be reserved for the staff member to use for business expenses when actually traveling. All of the above guidelines are to be followed for use of the P-card during business travel. The employee is required to turn in all receipts for travel expenses when returning the P-card to the Business Office secretary after the employee returns from traveling. All employees are required to sign a User Statement of Responsibility prior to using a District P-card.

North Platte Public Schools participates in various grants and compensation for grant activities may be subject to different compensation regulations.

Section 14 Overtime

Overtime is paid to hourly, classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at the workplace or a copy is available from the Human Resources Department. Comp time may be taken instead of paid overtime. ALL overtime and comp time must be pre-approved by the supervisor in conjunction with the superintendent or designee.

Certified Staff are considered exempt from overtime in accordance with the Fair Labor and Standards. Certified Negotiated Agreement provides guidance for additional compensation for certified staff. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their

regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime calculations do not include payment for idle hours when the employee is not at work. Idle hours include paid time off, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses eight hours of paid time off leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek.

The District's policy is to not permit improper deductions from the salaries of exempt employees who are required to meet a "salary basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

Section 15 Disciplinary Suspension

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salary basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance.

Section 16 Worker's Compensation

All employees come under the provisions of the Nebraska Workers' Compensation Law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal.

The supervisor is to be knowledgeable of the district's reporting procedures and to provide the forms and direct the employee on how to complete (1) the Employee's Incident Report and (2) Employee's Choice of Doctor forms. The supervisor will then complete (3) the Supervisor's Accident Investigation Report and forward all to the Business Office. It is also the supervisor's responsibility to contact Wellness Works who will follow up with the employee.

Employees eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will use the employee's available sick and paid time off leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and paid time off leaves are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

Article 3 –CLASSIFIED ABSENCES FROM WORK

Section 1 Absence Procedures

Leave Accrual. All leave is accrued accordingly. *Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available*. Twelve-month employees, working less than eight hours per day, will receive one half of the leave amounts detailed in each section. **All Paraeducator's leave is subject to the Current Paraeducator Negotiated Agreement.**

Requesting and Reporting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software as soon as possible. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted as soon as possible to ensure the employee is paid for the time. Absences must be submitted during the month of absence. Paid time off leave should be submitted at least five business days in advance.

Employees using the District Time Management System to report leave must report leave in a timely fashion or the employee will not be compensated for the leave. Employees are required to submit leave if they cannot work regularly scheduled hours, even if the leave is exhausted. Custodial and Maintenance staff is subject to the Facility and Maintenance Department Policies.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstances requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can't be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. The District may approve special emergency circumstances.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. **Family and Medical Leave (FMLA).** Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Leave

Permanent employees are provided with accrued leave based on employees FTE (sick, adoption, paid time off) and benefit leave (bereavement, holidays, jury duty, voting, professional) in accordance with their employment classification, applicable negotiated agreement, and Board policy. During such paid leave, employees continue to receive their salary and fringe benefits.

The leave provided by the District is to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and does not represent the District's values.

Section 3 Accrued Leave

Note: Temporary Summer Employees do not accrue leave.

Sick Leave. Employees are to use sick leave when unable to work due to an illness. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Please reference the Paraeducator Negotiated Agreement.

Sick leave may be accumulated up to 600 hours based on the percent of time worked during a standard week. Sick leave can only be used up to the standard hours per day of a given class of employee. Employees will not be permitted to use unearned sick leave. An unpaid leave of absence may be requested by classified employees to Human Resources and the Executive Director of Finance and Operations. Any employee that moves to a part time status that is less than 20 hours per week, will lose all accrued leave.

Category	Hours Accrued Per Month
A	8
B	6
C	5 (based on 9 payroll checks)

Sick leave may be granted for medical appointments, maternity, illness or accidents, injury to the employee, spouse, children, parent, step-parent, parents-in-law and grandparents. All accumulated sick leave may be used for any or all stated items. When an employee leaves work due to stated sick leave they must take at least half an hour of leave before returning to work. FMLA absences will be handled through HR.

Twelve-month employees cannot use sick leave the day before or the day after a holiday without supervisor approval.

If a classified employee is using paid time off leave, appropriate leave will continue to accrue. If a classified employee is using sick leave, leave will not continue to accrue. All sick leave benefits cease upon termination of employment with the North Platte Public Schools. Sick leave does not accrue cash value.

Sick and paid time off leave is accrued monthly and will begin accruing with the employee's first paycheck. If an employee is absent from work before their first paycheck, the employee will not be paid for hours worked. Leave will not be available until after one month of employment.

If employment is terminated prior to leaves accruing for that month, the employee will not accrue leave. If leave accruals have already been posted, then that leave will be available to employees to use. Paid time off leave will be paid out in the employee's final paycheck.

If an employee is out on medical (FMLA) or workers comp leave, the employee will not accrue leave until his/her return to employment, at least half time, with the district.

Classified staff members may donate up to 16 hours of sick leave per year to any classified staff who has exhausted all paid leave, and who becomes subject to a pay deduction or no income due to extended illness. **Maximum amount of donated sick leave cannot be more than 600 hours**. Extended illness may be defined as cancer, heart attack or heart surgery, accident or injury that requires

immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ transplant, stroke, tumor or any illness or disease comparable to those enumerated in this section as determined by the Executive Director of Finance, Facilities and Operations who's discretion of eligibility shall be final. A physician's statement must accompany all extended illness cases.

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Paid Time Off. (Does not include sick leave)

When an employee changes positions within the district, from a position that does not accrue leaves monthly to a position that does, the employee will be granted the lesser of 2 years of service credit towards leave accruals or their actual years of service.

Employees may not be absent from their assigned duties for more than 80 consecutive work hours for paid time off purposes, unless approved by Human Resources Paid time off leave must be used in half hour increments. Clerical staff working 10 months will receive the maximum accrual as shown below. Paraprofessional staff will receive the paid time off based negotiated agreement. Paid time off leave is earned monthly beginning on July 1st on the basis of continuous employment and will be granted as follows:

	Employment Term	Hours earned per Month	Maximum accumulation	Notes:
12 Month Classified Employees	0-11 Months	9	108	
	12-59 Months	14	168	
	60-119 Months	16	192	
	120 months+	18	216	
	Paraeducator			Based upon Negotiated Agreement
	10 Month Clerical		32	Accrues July 1st

Once the maximum number of hours has been reached, no additional leave will be accumulated until time has been used. Para-Educators must be hired prior to March 1st to accrue Paid Time Off.

Section 4 Benefit Leave

Bereavement Leave. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. Bereavement leave is granted at NPPS discretion and subject to verification.

The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the staff member's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

All categories: Employees may be granted leave based on FTE up to a maximum of 40 hours paid per year at regular hourly rate for daily hours assigned for absence from work due to a death in the immediate family. Other family members would be evaluated based on discussion with the Executive Director or HR.

A. Spouse
B. Parent/Parent-in-law
C. Child
D. Son-in-law/Daughter-in-law
E. Grandchild
F. Brother/Sister

Employees may be granted based on FTE up to 16 hours total per year paid at regular hourly rate for hours assigned daily for absence from work due to a death:

A. Brother-in-law/Sister-in-law
B. Grandparents
C. Niece, Nephew, Aunt and Uncle
D. Person living in the home of the employee

Employees will be granted a maximum of 8 hours or a regularly scheduled day for the death of friends per year.

Holidays. Pay will be received for those holidays observed by the district, which fall within their assignment period. The Districts will designate holidays annually. If a holiday is observed while the employee is on sick leave or paid time off leave, the holiday will not be charged to sick leave or paid time off leave. The paid holiday schedule for the **current** school year is located in as an **Appendix H**.

Section 5 Sick Leave Incentive

Sick Leave Incentive Program: Employees **(Except Para-Eductors and teachers; please refer to their master agreement)** will receive a sick leave benefit if the following conditions are met:

1. The employee is at least fifty-five (55) years of age as of September 1 of the school year in which the employee resigns ("resignation year").

2. The employee has completed 15 or more consecutive years of credited service to the North Platte Public Schools District ("District") as of the conclusion of the resignation year (credited service means continuous employment with the District as a classified staff). The employee will be paid their accumulated sick leave in January of the following year of their resignation according to the following formula: (Hourly rate x (total sick leave hours x 40%)).

Article 4 – CERTIFIED ABSENCES FROM WORK

Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Personal and leave will be granted July 1st of each school year. *Once the employee has used all of his/her allotted leave in any category, absence without pay is the only option available*. Employees requesting leave beyond accrued leave and FMLA, will need Human Resource approval to take leave without pay.

Requesting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software. Leave requests are to be submitted in a

timely fashion to the supervisor. All personal leave requires five school days advance notice, exception requests require Human Resources approval and subject to negotiated agreement. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. District Administration may restrict personal leave requests based upon substitute availability and negotiated agreement.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstances requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave cannot be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. District Administration may approve special emergency circumstances.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty*. Employees must present a written statement from their physician or healthcare provider to their supervisor when absent for any period of time because of injury requiring care from a physician or healthcare provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed. Custodial staff is subject to the Custodial Department Policies.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Leave

Employees are provided with accrued leave (sick, adoption) and benefit leave (personal, bereavement, jury duty, voting, professional) in accordance with applicable negotiated agreement, and Board policy. During such paid leave, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Sick Leave. Employees are to use sick leave when unable to work due to the illness . Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Sick leave may accumulate up to 64 days.

Section 3 Adoption Leave

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 4 Benefit Leave

Discretionary Leave. Certified staff are granted leave according to the negotiated agreement, teachers may be paid $100 per day for unused leave. Leave is not carried over to the following school year for teachers.

For administrators, personal leave must be used within the school year they are earned and do not carry over to the following school year and may be paid a daily sub rate for any unused personal leave.

Section 5 Expectations for Teachers, Substitutes and Administrators during absence

Absence Length	Teacher Responsibilities	Substitute Responsibilities	Principal Responsibilities
.5-10 days	● **Detailed Lesson Plans** (may be uploaded to AESOP) ● Have Sub Notebook easily available ● Classroom Schedule,Expectations, and Resources accessible ● Teachers reviews substitute satisfaction survey and makes the appropriate corrective action ● List of student IEP,	● Follow Lesson Plan and Instructions left by teacher ● Follow classroom rules and expectations set by teacher ● Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) ● Follow IEP and 504 requirements ● Substitute completes satisfaction survey at the end of the assignment	● Assures Lesson Plans are prepared and turned in ● Notifies classroom teacher if lesson plans were unprepared ● Checks in with Substitute regularly throughout the day ● Principal review substitute survey and makes any corrective action needed ● Director of Human Resources reads substitute survey and makes any corrective action ● Assures a substitute-teacher's notebook is complete and visible

	504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)		
11+ days	● **Detailed Lesson Plans** for first week ● Have Sub Notebook easily available ● Learning Plans for duration of absence ● Classroom Schedule,Expectations, and Resources accessible ● Teachers reviews substitute satisfaction survey and makes the appropriate corrective action ● List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)	● Follow Lesson Plan and Instructions left by teacher ● Submit to principals detailed Lesson Plans for days 6-30 ● Follow classroom rules and expectations set by teacher ● Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) ● Follow IEP and 504 requirements ● Substitute complete satisfaction survey at the end of the assignment ● Facilitates Parent Teacher Conferences	● Assures Lesson Plans are prepared and turned in ● Notifies classroom teacher if lesson plans were unprepared ● Checks in with Substitute regularly throughout the day ● Principal review substitute survey and makes any corrective action needed ● Director of Human Resources. reads substitute survey and makes any corrective action ● Assures a substitute-teacher's notebook is complete and visible

***It is important for Substitutes to know the expectations of teachers. If you believe you do not have the materials and information necessary for a successful day substituting, please contact the building principal.**

LESSON PLANS - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain. But at all costs, leave the substitute more than enough activities/material to keep the students busy. Always make a few extra copies.

If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

Make your expectations of the students clear - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give

students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with students to constantly remind them that if you do take an absence day, the class behaves properly. Make expectations of substitutes clear - Take the time to discuss expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

A substitute-teacher's notebook, for use by any sub who may be assigned to your class, will be required. The notebook's emergency lesson plans and classroom management information will help ensure that everything runs smoothly while you're gone.

The sub notebook, clearly labeled and easily accessible from your desk, containing the following materials:

- Copy of your school's bell schedule, including lunch schedules
- Updated copy of your classroom seating chart
- Updated copy of your roll sheet, including students with health needs identified
- Copy of your daily instructional schedule, including paraeducator or co-teacher if applicable
- Copy of your classroom rules/ procedures/ syllabus
- List of your most helpful and responsible students
- List of all classroom textbooks used and where they are shelved
- Simple map of the school facility and grounds, including emergency-exit routes
- List of the names, room numbers, and extensions of your closest fellow teachers
- List of the names and extensions of your school's administrative personnel
- List of the names, room numbers, and extensions of the nurse, counselor, etc.
- At least three broad, flexible lesson plans that can be used throughout the year

Article 5 - LEAVE

Section 1 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 2 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Section 3 4011 Family and Medical Leave

North Platte Public Schools handles FMLA internally through HR. Employees are to contact HR for FMLA absences and guidance. Employees may need to file FMLA for intermittent absences. Employees will be given additional guidance after contacting HR. Employees are responsible for contacting HR and submitting required documentation. Employees who fail to contact HR or neglect to submit the requested documents may be subject to denial of FMLA and/ or disciplinary action.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA)

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use the 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A person is eligible if you have been employed with North Platte Public Schools

for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or North Platte Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (available at your workplace or from the Human Resources Department) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on FMLA leave, contact Superintendent, at 308-696-3305.

Section 4 4011.1 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

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

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 5 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available paid time off. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding.

Article 6 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of all North Platte Public School's positions.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

The North Platte School District uses an electronic time tracking system called District Time Management System to capture and record all non-exempt employee time records and all hourly paid supplemental position time. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance within the District.

The District Time Management System system shall be considered as the "official" record of the workday for these positions. Any disputes over actual hours worked or attendance will be resolved by referring to the District Time Management System records.

Section 2 Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leave, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the hours missed. Employees who are absent beyond allocated leave, including accrued leave, and do not meet the guidelines of FMLA will be given notice and an improvement plan put in place. If continued absences occur without leave, disciplinary action may be taken. When an employee is absent due to an illness and cannot return to work, the District will pay the employee's elected health insurance premium for up to 12 weeks, if the leave is approved with FMLA. .

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty.

Section 3 Arrival to Duty Assignments

Employees' work assignments may or may not be related to the regular school day. All employees are expected to know their duty dates and times and to be on time for work.

Administration has discretion, upon district approval, to adjust daily hours to accommodate building needs.

Section 4 Leaving School/Assignment

Employees are to be on duty at all times during the assigned work day. **Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.**

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reasons of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 5 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Phones. Employees are not to use personal cell phones for any non-school purpose during duty time. Personal telephone calls shall not be made during duty time except in the event of an emergency. No personal long distance calls on school telephones will be authorized, except in an emergency.

   Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using district vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all the rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

   To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of all parties the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment must be used only for school purposes. School equipment and other resources may not be used for personal purposes only as authorized by Board policy or contract. Policy 3014

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Principal.

4. E-mail. Use of the District's email system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy **(Policy No. 4043) and this handbook.**

5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.

6. *Attire.* It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should wear **Smart Casual**. The administration may establish more detailed guidelines for individual employees should that be necessary. (**Policy No.4041)**

   Custodial and maintenance staff are provided with a uniform. If the employee terminates employment, their uniforms must be returned. Failure to return their uniform will result in a reduction of their final paycheck for the cost of the uniform.

7. Identification/Security. All employees are required to wear photo identification badges provided by the district so that staff and students can recognize them as employees.

   North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. Staff who are not regularly assigned a building will check-in and checkout through Raptor with their staff ID. If staff do not have their staff ID, they will need to present a state-issued ID to office staff and receive a printed name tag. Staff must have ID readily visible at all times during school hours. Staff who leave during the day, will

be required to checkout through Raptor. The District and Building Administration have the right to provide further guidance on the use of Staff Check-In and Out.

8. Visitors. Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

   North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. North Platte Public Schools has Raptor, a visitor management system to assist in identifying adults within the building. All visitors are required to check-in to the office by presenting a state-issued ID. A name tag will be given to the visitor with name and destination identified. All staff are responsible for checking that visitors have proper identification.

9. Classroom Environment. At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Section 6 Supervision of Students

Proper supervision of students is an important responsibility of all employees of the District. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
   a. Report to all duty assignments on time.
   b. Circulate through the duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
   c. Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, the responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that the primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
   d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
   e. Be careful when physically contacting students. Physical contact with students should

be limited to that necessary to protect the student. Corporal punishment is prohibited in the school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

   a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

   b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

   c. When you go over safety rules with students, note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

   a. Conduct periodic inspections of equipment under your control or in your area of supervision.

   b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

4. Proper Warnings

   a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The administration office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches: Office administration should be contacted to perform searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those

accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 7 5024 Dispensing Medication

Medication will be administered only in accordance with the Medication Aide Act. Medications will not be administered during school hours except as necessary to provide appropriate educational services. Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Parents/guardians are encouraged to have medications given at home by the parent or by other responsible parties identified by the parent.

The school district reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the dosage recommended by standard pharmacological references or which could be prescribed in a manner which would eliminate the need for giving medication during school hours. The school district may at any time consult with the student's physician with regard to any medication prescribed by the physician.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan.

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

If a group of students is going on a field trip, the supervising teacher is to notify the Health Office of the trip a minimum of 48 hours in advance. The School Nurse will determine if the medical needs of one or more of the students will require that a health services staff member accompany the students. If it is not necessary for a health services staff member to accompany the students, but one or more of the students may need medication during the field trip, the school nurse will train the teacher about the procedures necessary for medication administration and documentation.

Section 8 4054 Reporting Child Abuse

The district recognizes its obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In efforts to help prevent child abuse or neglect, school employees will learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Staff members will work cooperatively with law enforcement and/or the Child Protection Services (CPS) worker who is investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child at school when an interview is requested as part of an investigation of a child abuse report.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information within the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the exceptions to FERPA as noted in the Uninterrupted Scholars Act. The Uninterrupted Scholars Act permits educational institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency, when such agency is legally responsible for the welfare of the student or the student is the Ward of the Court or State.

Article 7 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards
(Rule 27 – Regulations and Standards for Professional Practices Criteria)

The North Platte Public School District expects its employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee: Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's position exists for the purpose of serving the best interests of the school district's students and patrons, employees shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The employee bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;

2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state their ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, Board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;

3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 4043 Professional Boundaries and Appropriate Relationships Between Employees and Students

School district employees and student teachers or interns ("employees") are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school.

- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred method for employees to communicate with students is ROOMS (**Rooms is a two-way communication and messaging tool integrated directly with your school app);** NPPSD gmail or Google classroom. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling 308 - 535-6789, the county sheriff at 308 535-9599, or the Nebraska State Patrol at 402 - 471 - 4545.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor

concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties, gossiping, or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee’s uncivil behavior shall report the conduct to the employee’s immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 Notification of Arrest

Employees must notify the Superintendent and direct supervisor within 24 hours of any of the following:

Arrest or Criminal Charges. Any employee that is placed under arrest, into physical custody, or receives a citation, summons, or complaint for any, and all, criminal offense violations where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- Violate Nebraska Department of Education Rule 24;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
- Would impact the responsibility to be a role model for students;
- Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
- Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- The arrest or alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

This does not include minor traffic law violations.

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

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

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly (within 24 hours) notify the Superintendent and direct supervisor of the disposition of the proceedings.

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

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination and reporting to the Professional Practices Commission.

Section 7 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operation of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from

employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Administrator if the employee feels that they have experienced unlawful retaliation in any form.

Section 8 4008 Outside Employment

An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours. **Tutoring**,a teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher**.** In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Section 9 5044 Safe Pupil Transportation Plan

When driving a school vehicle, transporting students and/or conducting school business, employees are to abide by all the rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, employees are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Article 8 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 4002 Drug-Free Workplace

.It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Section 2 3016 Use of Tobacco Products

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Any violation of the tobacco-free policy by staff shall be referred to the appropriate supervisor. With the first offense, the supervisor will verbally remind the employee of the district policy and provide a written copy of the same to him or her. If a second offense occurs, a written notice of noncompliance with policy will be issued to the staff member with a copy placed in his or her personal file. Further violations shall be dealt with accordingly, based on established policies and procedures for probation, suspension, and dismissal of staff.

Citizens who are observed smoking or using tobacco products in violation of policy shall be asked to refrain from doing so. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other school district supervisory personnel response for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time.

The Board directs the Superintendent to adopt the necessary rules and regulations to ensure the implementation and enforcement of this tobacco-free school policy.

Section 3 5049 Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Section 4 Staff Internet and Computer Use Policy No. 4012

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.
5. The Superintendent or designee determines that personal use of the network is allowed during designated times. This occasional use exception does allow individuals to conduct research of appropriate topics. Employees may not surf the net for purposes not directly related to their job during duty time.
6. Personal use of the network is allowed during the following times: before and after school or duty hours; during the workday but during non-duty time (e.g. uninterrupted lunch period); and brief, but not extensive use (limited duration), during a planning period; and but extensive use (limited duration), during planning period.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

6. Users shall not engage in any form of vandalism of the technology resources.

7. Users shall follow the generally accepted rules of network etiquette.

8. The Superintendent or designees may further define such rules.

II. **School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

I. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Note: Any employee who is uncertain about whether a specific instance of personal use is permitted, should check with his/her supervisor prior to engaging in that personal use.

Section 5 3014 Use of School Property

(No one except school personnel and schoolchildren regularly assigned to a pupil transportation vehicle for a particular route schedule or for a school-approved activity/function may ride in such vehicles. Supervisory and monitoring personnel are recognized as authorized passengers).

Section 6 Care of School Property

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

North Platte Public Schools strives to create a learning and working environment that is positive, welcoming and appropriate. Classrooms and work areas are to be clean and free of clutter. Staff must have approval before redecorating their assigned work area or classroom from their immediate supervisor, with final approval from the Executive Director of Finance, Facilities and Operations.

Curtains and painting of assigned work areas must have approval of the supervisor and Executive Director of Finance, Facilities and Operations. Staff may not bring personal furniture and small appliances to their work area without prior approval. Personal coffee pots, microwaves, and refrigerators must have approval from the Executive Director of Finance, Facilities and Operations. Staff are to use only approved adhesives for walls, ceilings, and floors.

Staff may not use scented plug-ins or sprays that have not been approved by the supervisor.

Questions regarding classroom décor should be directed to the supervisor or Executive Director of Finance, Facilities and Operations.

Section 7 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 8 Security of Desks and (Lockers Policy 5036)

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

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

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Section 9 5063 Audio & Video Recordings

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not

maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 30 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

(1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
(2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
(3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Section 10 5042 Bulletin Boards

Bulletin boards and other electronic publishing spaces of the district may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee.
   Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Published material may be removed after a reasonable time.

4. Building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature.

Section 11 4020 Ownership of Copyrighted Works

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Section 12 Lost and Found

Employees who find lost articles are asked to take them to the appropriate office, where the articles can be claimed by the owner.

Section 13 3040 School Safety

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

North Platte Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

District Safety SteeringCommittee Duties

The District Safety Steering Committee is responsible for planning for the safety and security of the school, staff, and students. The committee will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

Section 14 Lice Guidelines

North Platte Public School
Practice Guideline: Head Lice

Update April 2015

Purpose:

1. Control the spread of a nuisance condition in the school setting.
2. Minimize absenteeism due to head lice.
3. Promote a partnership between the public school and parent/guardian in the management of head lice.
4. Promote a team approach to head lice management within the school.

General Information:

1. It should be assumed that head lice are in the community and schools at all times.
2. Head lice are considered to be a nuisance condition and are not a major public health concern.
3. Individual students should not be singled out for screening more often than called for in this practice guideline. Students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
4. School/home cooperation and communication is vital for prompt treatment and reducing absenteeism from school.
5. No treatment has been shown to be 100% effective in killing all the lice and nits. For this reason nit removal should be consistently emphasized.

Screening Recommendations:

When School staff, parent /guardian, or siblings report with and/or suspect lice:

1. Students, siblings, or household members will be checked with discretion and privacy and parents/guardians will be notified if lice or nits are found.

Classroom recommendations:

1. Nurse staff will check students or classrooms before the end of the school day, as lice is not a medical emergency and students will remain at school.
2. Classroom will only be checked if 3 or more actual cases in the classroom or at the nurse's discretion. Current research does not support classroom screening as a method to stop head lice transmission.
3. When examining a classroom of students, the nurse will have the option of examining them in the classroom setting or in the nurse's office.
4. When screening in the classroom, the health staff may request that children with head lice or suspicious findings come to the health office at a later time to protect their privacy.
5. Nurse will proceed by washing her hands before she begins the classroom exam and as needed throughout further exams. Hand washing will always be done when evidence of lice or a student's hair is excessively dirty. The nurse will part the hair into sections and will have the option of using fingers (with well-groomed nails), q-tips or tongue depressors.
6. Environmental lice sprays will not be used at school. Cleaners are harmful, since they can be absorbed through the skin, are an irritation to the lungs of some asthmatics, and may cause an allergic reaction.

Parent/Guardian of the student with live lice is to be contacted by staff the day lice are found. Discuss that:

1. Live lice were found.
2. If only nits are found within ¼ inch from the scalp, this is evidence of lice, therefore proceed with phone call, parent education and student follow-up as needed.
3. Students will remain in the classroom and go home at the end of the day.

4. Parents/ guardians will have the option to pick up students earlier, if desired, to begin treatment.
5. Send home educational materials on lice treatment with parents/guardians.
6. Families can be referred to their medical provider for treatment recommendations.
7. Immediate treatment is necessary with a lice shampoo product
8. 2nd treatment is encouraged in 7-10 days
9. **Combing out the live lice and nits are essential to end the problem**
10. **Ongoing nit removal and checking head on a daily basis will be necessary after initial treatment for next 2 weeks.**
11. On return to school the student will be checked.
12. Extended absences due to head lice treatment and infestation will be considered unexcused. Necessary treatment should be initiated within 24 hours, and students return to school.
13. If treatment is not successful and live lice are found by visual inspection:
14. Call the parent/guardian to reinforce the steps of treatment.
15. Parent/Guardian will be **encouraged** to come to school to discuss the steps of treatment privately.
16. Students will be rechecked in 7-10 days to monitor progress.
17. Recurrent cases (i.e. evidence of live lice three or more times in a 6-8 week period or recurrent throughout school year)
    a. Signs & symptoms of infestation-
        i. When eight or more live lice visible upon hair inspection and/or eight live lice visible in hair without inspection
18. Lice falling out, student uncomfortable itching, scratching head and distracted from school work
19. Lice feces, dry scaly areas , several bites and open scratches on the scalp from itching noticed with visual inspection
    a. Consultation between nurse and principal
        i. Non-compliance or adequate treatment may be a concern
20. student may be excluded from school until visible live lice free
        i. Lice supplies- (combs & shampoo) Nurse & Counselor coordinate

Staff education:

1. Practice guidelines were created from the CDC (Centers for Disease Control and Prevention) and the AAP (American Academy of Pediatrics) guidelines/standards.
2. Cases of head lice often increase after children have spent more time in the community, with friends and family such as at the beginning of the school year, after Christmas and Spring break. During these times school personnel are not available to identify and encourage lice treatment.
3. There is **no** known method to prevent lice.
4. Head lice do not hop, fly, or crawl long distances.
5. Head lice do not live “off” the body. They must maintain a constant warm temperature, dehydrate quickly, and will die within 48-72 hours if not in contact with a human head.
6. Person-to-person transfer occurs in head-to-head contact
7. Lice transmission in school is 1% (far less than the common cold) because schools rarely provide an opportunity for head to head contact.
8. Schools are often seen as the source of head lice because cases of head lice are often identified in the school setting; however the school setting is seldom the source of transmission.
9. Lice secrete chemicals that create an “itch” sensation. Itching may not develop for 3-6 weeks with a first case of lice. An itchy scalp may remain after treatment due to harsh chemicals used for treatment.
10. Nit removal is a difficult and timely process.
11. Pets in the classroom do not need to be treated and cannot maintain or transmit lice.
12. While not a common means of transference, it encourages children not to share or use their friends’ combs, brushes, hair ornaments, hats, caps, scarves, pillows or any other personal headgear.
13. Teach students to place their hats, mittens, and scarves inside coat/jacket sleeves before hanging

on hooks or place coats/personal items in separate cubicles or backpacks.
14. A student usually has had lice for 30-45 days before lice are detected. At 30-45 days exposure to classmates has already occurred in most situations.
15. Classroom letters sent home not only provoke a crisis situation and unjustified panic, but they perpetuate the **myth** that lice are transmitted in schools and **schools are solely responsible for controlling head lice**.
16. Parents of children with head lice will be encouraged to talk to other parents of close friends and playmates.
17. Social stigma and shame can be devastating to students and their families. Social stigma and shame can have long lasting emotional effects. Families frustrated by treatment failure or re-infestations need a great deal of positive reinforcement and encouragement to gain control over the condition.
18. School staff may be informed of cases of lice on a need to know basis. Staff should be mindful that students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
19. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
20. Frequent parent education throughout the school year (ie. Newsletters) is necessary to increase parent knowledge, prevention awareness, and treatment options.
21. Provide head lice education within the classrooms as requested so students can understand head lice and what they can do to help prevent the spread of lice. The school nurse will be a resource.

Resources:

UNL Extension in Lancaster county- http://lancaster.unl.edu/pest/lice/headlice030.shtml
Iowa Department of Public Health-
http://www.idph.state.ia.us/idph_universalhelp/MainContent.aspx?TOCId=%7BB12D481C-0BE5-41CE-B1D2-4DDB754EF309%7D
CDC- http://www.cdc.gov/parasites/lice/head/schools.html

Section 15 Animal Management Guidelines

North Platte Public Schools
ANIMAL MANAGEMENT GUIDELINES

I. General

North Platte Public Schools prohibits animals on campus, with few exceptions. State law also requires the District to minimize safety and health risks from all sources including animals. To maintain healthy and safe school facilities, the numbers of animals on school property must be minimized. Failure to do so creates liability associated with animal attacks, bites, infections from microbiological pathogens, and allergic reactions by sensitive individuals.

Animals can only be brought into high school biology classrooms unless directly related to curriculum. The use as classroom pets or mascots is prohibited. For “show-and-tell” activities, consider using photographs or videos.

II. Acquisition for Instructional Purposes

When acquired for laboratory teaching purposes, select the fewest number of appropriate animals for your specific needs. Do not acquire animals/organisms that are poisonous, aggressive, vicious, prone to biting, or that have unusual maintenance, dietary, or supervisory needs.

Laboratory animals must be certifiably disease free. This can be accomplished by purchasing from a reputable, licensed animal supply business, or obtaining a veterinarian’s examination and written certification.

III. Management

After acquisition, animals should be managed closely and used only for the purpose for which they were obtained. Do not loan them to others. Staff and students must be trained in handling and care procedures.

Never allow animals to roam free on campus or within rooms. They must be properly caged. Never permit them to be taken home, as this serves to extend the District's liability in a way that we cannot control, and creates the need for another health examination before the animals can be readmitted on campus.

Be aware of and support the particular animal's behavior and natural feeding and sleeping habits. For example, if a naturally nocturnal animal is forced to stay awake all day and be subjected to handling, this could have several adverse effects. Its health could deteriorate, rendering it more susceptible to infection by parasites and disease organisms, and the stress may make it more apt

Never permit anyone to tease or provoke animals, such as poking them with pencils or fingers through their cages. Supervise all student contact with animals!

IV. Personal Protection

Never permit staff or students to handle animals without appropriate gloves. Several biting incidents occur each year, typically involving snakes and rodents, and all are preventable by wearing gloves. Leather or rubber gloves are recommended.

V. Care and Maintenance of Laboratory Animals

Ensure adequate housing/habitats are provided and consistent with the laboratory animal's particular needs. Meet nutrition needs with correct amounts of recommended food for each species, supplied at correct intervals. Ensure continuing care through weekends and holiday periods.

Keep cages clean, routinely disposing of waste products and bedding materials. Do not throw these in the classroom trash can; they must be separately bagged and placed directly in the dumpster. Use kitty litter or other absorbent material to control urine. Remember that unclean cages breed bacteria, viruses, fungi, and other pests.

Animals not allowed in the Classroom
(Principal has discretion on all animals in the classroom)

	Type of Animal Safety/Health Concern	
Small Animals	Raccoons	Not bred in captivity, unpredictable
	Squirrels	Not bred in captivity, unpredictable
	Bats	Rabies
	Wild Rodents	Unpredictable, biting
	Monkeys	Unpredictable, biting,
	Aggressive Rabbits	Unpredictable, biting
	Skunks	Rabies, biting
	Puppies, Kittens	Salmonella, campylobacter, bites, scratches, allergies

Snakes, Reptiles, Amphibians	Large Pythons Biting, aggressive behavior Ball Pythons Should not be held in captivity Lizards Salmonella, difficult to care for Frogs Salmonella Alligators and Caymans Unpredictable, biting, salmonella Venomous snakes Biting, Poison Turtles Salmonella

Article 9 – STATE AND FEDERAL PROGRAMS

Section 1 3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex
Policy No. 2006 "A" Title IX Policy

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical condition.

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities.

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.(Policy 2006)

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator. (Policy 3057, Title IX)

Section 2 2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to provide his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4) If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a)The appeal must be in writing.

b)This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c)For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d)The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its

administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;
b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.
e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.
Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Section 3 5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" as "student

records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Section 4 Disclosure of Student Information to Military Recruiters and Colleges (see Policy No. 5015, Protection of Student Rights)

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 5 School Nutrition Programs

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

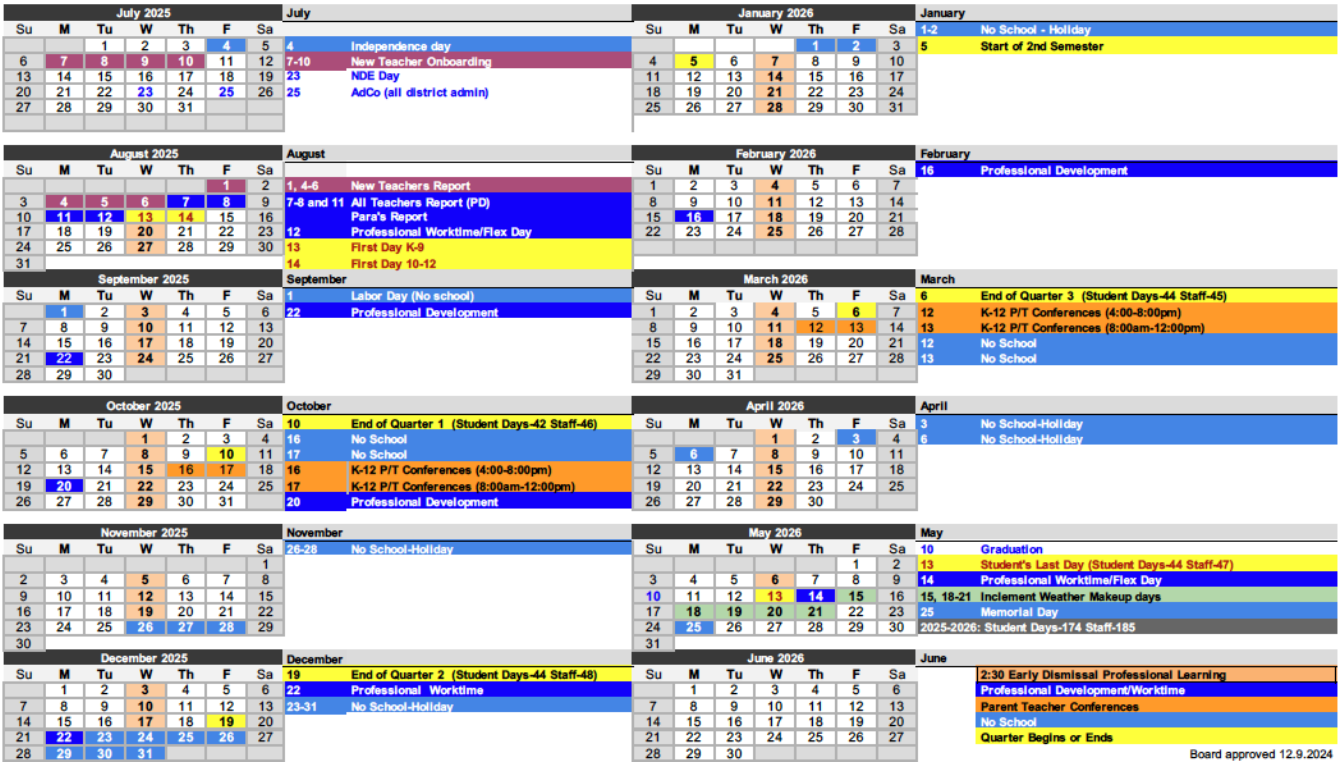
Section 6 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Calendar

2025-2026 Calendar



July 2025

Su	M	Tu	W	Th	F	Sa
		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		

July

4	Independence day
7-10	New Teacher Onboarding
23	NDE Day
25	AdCo (all district admin)

August 2025

Su	M	Tu	W	Th	F	Sa
					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

1, 4-6	New Teachers Report
7-8 and 11	All Teachers Report (PD)
	Para's Report
12	Professional Worktime/Flex Day
13	First Day K-9
14	First Day 10-12

September 2025

Su	M	Tu	W	Th	F	Sa
	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				

September

1	Labor Day (No school)
22	Professional Development

October 2025

Su	M	Tu	W	Th	F	Sa
			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	

October

10	End of Quarter 1 (Student Days-42 Staff-46)
16	No School
17	No School
16	K-12 P/T Conferences (4:00-8:00pm)
17	K-12 P/T Conferences (8:00am-12:00pm)
20	Professional Development

November 2025

Su	M	Tu	W	Th	F	Sa
						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						

November

26-28	No School-Holiday

December 2025

Su	M	Tu	W	Th	F	Sa
	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			

December

19	End of Quarter 2 (Student Days-44 Staff-48)
22	Professional Worktime
23-31	No School-Holiday

January 2026

Su	M	Tu	W	Th	F	Sa
				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

January

1-2	No School - Holiday
5	Start of 2nd Semester

February 2026

Su	M	Tu	W	Th	F	Sa
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

February

16	Professional Development

March 2026

Su	M	Tu	W	Th	F	Sa
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				

March

6	End of Quarter 3 (Student Days-44 Staff-45)
12	K-12 P/T Conferences (4:00-8:00pm)
13	K-12 P/T Conferences (8:00am-12:00pm)
12	No School
13	No School

April 2026

Su	M	Tu	W	Th	F	Sa
			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		

April

3	No School-Holiday
6	No School-Holiday

May 2026

Su	M	Tu	W	Th	F	Sa
					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						

May

10	Graduation
13	Student's Last Day (Student Days-44 Staff-47)
14	Professional Worktime/Flex Day
15, 18-21	Inclement Weather Makeup days
25	Memorial Day
2025-2026: Student Days-174 Staff-185	

June 2026

Su	M	Tu	W	Th	F	Sa
	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				

June

2:30 Early Dismissal Professional Learning
Professional Development/Worktime
Parent Teacher Conferences
No School
Quarter Begins or Ends

Board approved 12.9.2024

APPENDIX B

NORTH PLATTE PUBLIC SCHOOLS
ASBESTOS NOTIFICATION

North Platte School District's parents, guardians, teachers and employee organizations are informed of the following.

The Environmental Protection Agency's regulation Asbestos Containing Materials in Schools (40 CFR Part 763) requires each school building to maintain a complete copy of their Asbestos Management Plan with up to date inspections in the Administration Office. Building employees, hired contractors, occupants and occupants' parents or legal guardians must be informed once a year of asbestos related activities conducted, in progress, or scheduled within that year.

The school is required to have a State of Nebraska accredited Asbestos Inspector conduct a re inspection every 3 years of known or assumed asbestos containing materials within our school buildings to insure asbestos containing materials are maintained in good condition. Inspections do not disrupt class times or class scheduling. And every 6 months after the re-inspection, required periodic surveillance is conducted by an adequately trained person.

The Management Plan for our school district is available for review to all school personnel, public, state and federal representatives during normal business hours with proper notice.

Airborne asbestos contamination in buildings can be a significant environmental problem and you can be assured that we are in compliance with all relevant regulations.

For asbestos questions or information, please contact the school's designated person at (308) 535-7100 or the Environmental Protection Agency- Region VII office at (800) 471-7127 or go to their web site at www.epa.gov/asbestos/asbestos-in-schoools.

APPENDIX C

North Platte Public Schools						
B E N E F I T S						
Category		**Positions**	**BCBS Health Insurance**	**Term Life**	**LTD**	**Section 125**
				30 Day Waiting Period		
A		Directors		Paid	Yes	Yes
	Salary Range	Classified	Up to a Family	Paid	Yes	Yes
	Hourly Rate Schedule	Maintenance	Up to a Family	Paid	Paid	Yes
	Hourly Rate	Custodial	Up to a Family	Paid	Paid	Yes
	Hourly Rate	Part Time Custodian				
B	Clerical Salary Schedule	10 Month Administrative Assistant	Up to a Family	Paid	Yes	Yes
C	Hourly Rate					
	Salary Schedule	Paraprofessionals	Per Negotiated Agreement			Yes
	Hourly Rate					
D	Hourly Rate	Summer Maintenance				

APPENDIX D

North Platte Public Schools			
Compensation Schedule			
Administrative Assistants			
2025-2026			
	HS Registrar	HS Guidance	Superintendent
	HS Associate Principal	Activity Director	Associate Superintendent
	MS Guidance	Maintenance	Human Resources
	HS/MS Attendance	Technology	Teaching and Learning
		Student Services	
	Elementary	6-8 Principal	
	Outreach Coor.	Welcome Center	
		HS Principal	
	A	**B**	**C**
1.0	22.19	23.42	26.12
2.0	22.48	23.83	26.52
3.0	22.89	24.23	26.93
4.0	23.29	24.63	27.33
5.0	23.71	25.04	27.73
6.0	24.11	25.44	28.14
7.0	24.51	25.85	28.54
8.0	24.92	26.25	28.95
9.0	25.31	26.65	29.35
10.0	25.71	27.06	29.75
11.0	26.12	27.46	30.16
12.0	26.52	27.88	30.56
13.0	26.93	28.28	30.96
14.0	27.33	28.68	31.36
15.0	27.73	29.08	31.76

16.0	28.13	29.48	32.16
Employees will move down a step on each odd year and;			
In even years only increases within the steps will occur.			

APPENDIX E

NORTH PLATTE PUBLIC SCHOOLS											
Classified Staff including payroll (excluding Clerical, Paraprofessional, Maintenance & Custodial)											
2025-2026											
	Entry Level:	$228.65									
	Index - Vertical:	5.00%									
	Horizontal:	4.00%									
Degree		Support	AA/Training	BA/BS	BA/BS	BA/BS	BA/BS	MA/MS	MA/MS	MA/MS	MA/MS
					9	18	27		9	18	27
Level	Increase	0.75	0.96%	1.00%	1.04%	1.08%	1.12%	1.16%	1.20%	1.24%	1.28%
		0	0	1	10	19	28	100	109	118	127
1.0	1.00%	$21.44	$27.44	$28.58	$29.72	$30.87	$32.01	$33.15	$34.30	$35.44	$36.58
2.0	1.05%	$22.86	$28.87	$30.01	$31.15	$32.30	$33.44	$34.58	$35.73	$36.87	$38.01
3.0	1.10%	$24.29	$30.30	$31.44	$32.58	$33.73	$34.87	$36.01	$37.16	$38.30	$39.44
4.0	1.15%	$25.72	$31.73	$32.87	$34.01	$35.15	$36.30	$37.44	$38.58	$39.73	$40.87
5.0	1.20%	$27.15	$33.15	$34.30	$35.44	$36.58	$37.73	$38.87	$40.01	$41.16	$42.30
6.0	1.25%		$34.58	$35.73	$36.87	$38.01	$39.16	$40.30	$41.44	$42.59	$43.73
7.0	1.30%			$37.16	$38.30	$39.44	$40.59	$41.73	$42.87	$44.01	$45.16
8.0	1.35%				$39.73	$40.87	$42.01	$43.16	$44.30	$45.44	$46.59
9.0	1.40%					$42.30	$43.44	$44.59	$45.73	$46.87	$48.02
10.0	1.45%						$44.87	$46.02	$47.16	$48.30	$49.45
11.0	1.50%							$47.44	$48.59	$49.73	$50.87
12.0	1.55%								$50.02	$51.16	$52.30
13.0	1.60%									$52.59	$53.73

14.0	1.65%										$55.16

APPENDIX F

North Platte Public Schools									
Para-Educators									
	August 1, 2023-July 31, 2024			August 1, 2024-July 31, 2025			August 1, 2025-July 31, 2026		
	Category			Category			Category		
Level	1	2	3	1	2	3	1	2	3
1	13.20	14.90	18.43	15.20	16.90	20.43	15.70	17.40	20.93
2	13.40	15.15	18.77	15.40	17.15	20.77	15.90	17.65	21.27
3	13.64	15.45	19.16	15.64	17.45	21.16	16.14	17.95	21.66
4	13.89	15.75	19.57	15.89	17.75	21.57	16.39	18.25	22.07
5	14.15	16.05	19.97	16.15	18.05	21.97	16.65	18.55	22.47
6	14.39	16.35	20.24	16.39	18.35	22.24	16.89	18.85	22.74
7	14.64	16.65	20.64	16.64	18.65	22.64	17.14	19.15	23.14
8	14.90	16.94	21.17	16.90	18.94	23.17	17.40	19.44	23.67
9	15.14	17.25	21.58	17.14	19.25	23.58	17.64	19.75	24.08
10	15.39	17.54	21.98	17.39	19.54	23.98	17.89	20.04	24.48
11	15.64	17.85	22.37	17.64	19.85	24.37	18.14	20.35	24.87
12	15.88	18.15	22.79	17.88	20.15	24.79	18.38	20.65	25.29
13	16.63	18.94	23.66	18.63	20.94	25.66	19.38	21.69	26.41
Level Does not equal years in district									
All placement will be at the discretion of Human Resources with input from building principals, facilitators, and directors.									
Category									
1: Building / Program Support/Focused Student Support									
a. Staff assigned to this category do not provide direct individualized support to identified students.									
b. Staff are assignable to classrooms and programs by building principals, supervisors, and/ or Directors.									
May include: Classroom, Library, Office, Accompanist, Kids Klub, Special Education (cased upon assignment and students being served), Title									
2: Focused Student Support									
a. Staff assigned to this category provide focused support to students with special needs or behavior needs as identified by Individualized Education Plan (IEP), behavior plans, or discretion of building principal, supervisor, or Directors.									
b. Kids Klub staff assigned to this category are assigned to specific sites and are tasked with managing staff and students without direct supervisory support. These staff members serve the role as Coordinator or Co-Coordinator. Preschool Staff are included									

c. Staff assigned to this category may be required to have additional certification such as bus driving and training as identified by administration.												
3: Specialized Support												
a. Staff assigned to this category provides specialized medical licensure as required by needs of student.												
b. Staff assigned to this category provide specialized support as required by language interpretation for students.												
May Include: LPN, Sign Language Interpreter, ELL												
Notes:												
Certified Para will be paid hourly rate of substitute according to Substitute Handbook. Staff must have required credentials												
Substitute Para will be paid at Level 5 experience level in category 1.												

APPENDIX G

North Platte Public Schools		
Maintenance/Custodial Starting Wage		
2025-2026		
Positions	**Starting Wage**	
Maintenance	$17.00	
Lead Custodian	$16.50	
Custodian	$16.00	
Summer Maintenance	$15.00	
Part Time Custodian	$13.50	Tied to Para Starting Wage
Temporary Maintenance	$13.00	Tied to Para Starting Wage
Bus Drivers	$16.10	
Bus Drivers-CDL	$20.00	
MS Bus Drivers per day	$21.80	
Summer Maintenance Staff Receive a .50 increase when they return		

APPENDIX H

North Platte Public Schools			
Holidays for the 2025-2026 School Year			
Holiday	**Date of Holiday**	**Day of the Week**	**Date Observed**
Independence Day	July 4, 2025	Friday	7/4/2025
Labor Day	September 1, 2025	Monday	9/1/2025
Thanksgiving	November 27, 2025	Thursday	11/27/2025
Day After Thanksgiving	November 28, 2025	Friday	11/28/2025
Christmas Eve	December 24, 2025	Wednesday	12/24/2025
Christmas Day	December 25, 2025	Thursday	12/25/2025
Designated Day	December 26, 2025	Friday	12/26/2025
New Years Eve	December 31, 2025	Wednesday	12/25/2025
New Years Day	January 1, 2026	Thursday	1/1/2026
Spring Break	April 3, 2026	Friday	4/3/2026
Memorial Day	May 25, 2026	Monday	5/25/2026
10 Month Staff			
Labor Day	September 1, 2025	Monday	9/1/2025
Thanksgiving	November 27, 2025	Thursday	11/27/2025
Thanksgiving	November 27, 2025	Thursday	11/27/2025
Spring Break	April 3, 2026	Friday	4/3/2026

APPENDIX I

Pay Deduct Days 2025-2026

ALL discretionary leave is contingent upon building and district approval. If leave is exhausted, leave may be denied. If Discretionary leave is requested on the following days, it is with the understanding upon approval that it will be with full pay deduct and loss of personal day, unless it falls within the exceptional circumstances clause specified in the negotiated agreement. IF SICK leave is taken on the following days, then medical documentation must be presented to the HR Director or designee.

August 07 Professional Learning Day
August 08 Professional Learning Day
August 11 Professional Learning Day
August 13 Student first day of semester(K-9)
August 14 Student first day of semester(10-12)

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October 16 P/T Conferences K-12 (4:00-8:00)
October 17 P/T Conferences K-12 (8:00-12)
October 20 Professional Learning Day
December 22 Professional Learning Day

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January 5 Student first day of semester

==========

February 16 Professional Learning Day

==========

March 12 P/T Conferences K-12 (4:00-8:00)
March 13 P/T Conferences K-12 (8:00-12)

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May 13 Students last day/Work Time PM

Personal Leave Pay Deduct

North Platte Public Schools and North Platte Education Association have agreed upon the dates when it is essential to the school system that teachers are present. Discretionary leave may not be on the first two contract days, the first two student days of semester 1, and first day sem 2 with students; Parent-Teacher Conference days (as designation for assigned building), or Professional Learning Days.

NOTE: HR reserves the right to ADD more Blackout Dates during the fall and spring semesters based on substitute shortage. HR Director, HR Administrative Assistant, Principals, and building administrative assistants will monitor staff requests and subs covering classes. If classes cannot be covered, HR will add blackout days.

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in ~~Policy 5108 –~~the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.
b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.
b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
   i. this policy and its availability upon request from the office of the district;
   ii. how to opt their child out of participation in activities as provided for in this policy;
   iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
   iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5018
Parent ~~and Guardian~~ Involvement ~~In~~ in Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental ~~and guardian~~ involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents ~~and guardians~~ to participate in the education of their children are preserved.

1. Parents~~/Guardians~~ will be provided access~~, as described in district procedures,~~ to ~~district-approved~~ textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials")~~textbooks and other curricular materials and tests used in the district~~ ~~upon request~~as follows:~~.~~

   a. A parental request to review specific ~~approved textbooks and other district- or building-approved~~ curricular materials (written, visual, or~~and~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.

   b. ~~Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the~~ The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption ~~of the instructional process~~to the efficient operations of the district.

   ~~b.~~c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.

   ~~c.~~d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to

the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents~~/Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

   a. Parents~~/guardians~~ are invited to make appointments with the building principal to visit classes, assemblies~~,~~ and other instructional activities. The principal shall give permission after determining that parental~~/guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

   b. Parents~~/guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents~~/guardians will be permitted, within district procedures, to ask~~may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

   a. Parents must submit this request in writing to the building principal for consideration.

   ~~a.~~b. Building principals may excuse a student from any ~~single~~ school events~~experience~~ at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

   ~~b.~~c. When the building principal determines it appropriate ~~appropriate~~, alternative experiences ~~will~~ may be provided for the student by the school.

4. Parents~~/guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents~~/guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents~~/guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.

    a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents~~/guardians~~ of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

    b. State Assessments

        State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents ~~or guardians~~ to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

    c. National Assessment of Educational Progress

        As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

        The District shall provide parents~~/guardians~~ of eligible students with reasonable notice prior to the exam being administered. Parents~~/guardians~~ wishing to opt their students out of the NAEP

assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents~~/guardians~~ will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents~~/guardians~~ may restrict their child from participating in any survey.

   c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

   d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

   e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

~~b.~~8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

NORTH PLATTE PUBLIC SCHOOLS

3024
Booster Clubs and Parent-Teacher Organizations

The Board of Education encourages the establishment of parent organizations in the school. Such organizations are vital factors in establishing and maintaining positive home-community-school relationships and their value is recognized by the Board. Parent organizations should coordinate their efforts through the school's administrative offices prior to planning events or activities.

Parent-teacher organizations and booster clubs (collectively, "Supporting Entities") promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district's involvement with Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity's activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee other than to consult with and provide information to the Supporting Entity. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Supporting Entities may only use the district's facilities for meetings or public activities, and may only use the district's names, logos, or mascots, upon prior written approval of a district administrator.

Adopted on: November 9, 2020
Effective on: August 10, 2021
Reviewed on: August 14, 2023

NORTH PLATTE PUBLIC SCHOOLS

3026
Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy. Any administrative changes made after handbook approval will be presented to the board of education for approval prior to implementation.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: November 9, 2020
Effective on: August 10, 2021
Reviewed on: August 14, 2023

NORTH PLATTE PUBLIC SCHOOLS

3036
Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is $250.00.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent and/or designee. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent. The superintendent (or his or her designee) will annually provide the board of education a list of all North Platte Public Schools employees authorized to use a district purchasing card.

Documentation. Employees making ~~seeking reimbursement for~~ a purchasing card purchase shall submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or

Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: December 14, 2020
Effective on: August 10, 2021
Revised on: August 14, 2023

Resolution of Lodge, Association or Other Similar Organization

NebraskaLand Bank

1400 S DEWEY, P.O. BOX 829
NORTH PLATTE, NE 69103

Referred to in this document as "Financial Institution"

By: COUNTY OF LINCOLN
SCHOOL DISTRICT #1
NORTH PLATTE PUBLIC SCHOOLS
301 W F ST
NORTH PLATTE NE 69101

Referred to in this document as "Association"

I, CINDY O'CONNOR, certify that I am Secretary (clerk) of the above named association organized under the laws of NEBRASKA, Federal Employer I.D. Number 47-6004045, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on 6/26/2025 *(date)*. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

	Name and Title or Position	Signature	Facsimile Signature *(if used)*
A.	CINDY O'CONNOR Secretary	X _____	X _____
B.	JO ANN LUNDGREEN Vice President	X _____	X _____
C.	EMILY GARRICK President	X _____	X _____
D.	DR DAMON MCDONALD Director of Finance	X _____	X _____
E.		X _____	X _____
F.		X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F		Description of Power	Indicate number of signatures required
_____	(1)	Exercise all of the powers listed in this resolution.	_____
A, B, C, D	(2)	Open any deposit or share account(s) in the name of the Association.	TWO
A, B, C, D	(3)	Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	TWO
_____	(4)	Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5)	Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6)	Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7)	Other:	_____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

(1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

(5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated all prior . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☒ If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)
CINDY O'CONNOR

(Attest by Other Officer)
EMILY GARRICK - President

(Attest by Other Officer)
JO ANN LUNDGREEN - Vice President

For Financial Institution Use Only

Acknowledged and received on *(date)* by Amy Wolfskill *(initials)*

☐ This resolution is superseded by resolution dated .

Comments: