



Regular Board of Directors Meeting

Monday, June 20, 2022 at 5:30 PM

Educational Service Unit 7, Oak Room
2657 44th Avenue
Columbus, NE 68601-8537

1. Call the Meeting to Order
Speaker(s): Board President or Designee
Rationale:

LEADERSHIP • SERVICE • SUPPORT

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website www.esu7.org and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7. Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.

- 1.1. Notification of Open Meetings Law

Speaker(s): Board President or Designee

Rationale:

This meeting has been preceded by reasonable advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the meeting room.

1.2. Roll Call

Speaker(s): Board President or Designee

1.3. Absent Board Members

Speaker(s): Board President or Designee

Rationale:

Board Member Marni Danhauer will be absent due to personal reasons. She notified the Administrator prior to the board meeting.

Recommendation: Discuss, consider and take action to approve the Board member absences.

Recommended Motion(s):

Approval of Board Member absences as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

1.4. Pledge of Allegiance

Speaker(s): Board President or Designee

2. Approval of Agenda

Speaker(s): Board President or Designee

Rationale:

The sequence of agenda topics is subject to change at the discretion of the Board.

Recommendation: Discuss, consider and take any necessary action to approve agenda as presented.

Recommended Motion(s):

Agenda as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

3. Welcome Visitors

Speaker(s): Board President or Designee

4. Public Comment

Speaker(s): Board President or Designee

Rationale: The Board has the discretion to limit the amount of time set aside for public participation.

Citizens wishing to address the Board on a certain agenda item must complete the Request to be Heard Document prior to the start of the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.

5. Consent Agenda

Speaker(s): Board President or Designee

Rationale:

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.

Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the bills
- Policy review with no recommended changes
- Other routine agenda items

Recommendation: Discuss, consider and take any action necessary to approve the consent agenda as presented.

Recommended Motion(s):

Consent agenda as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

5.1. Minutes

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.2. Presentation of Bills #74264 through #74448 totaling \$1,088,506.85

Speaker(s): Board President or Designee

Rationale:

The summary of bills for the current month total:\$1,088,506.85 - Bills #74264 through #74448

Inservice bills total: \$0

	Amount	Vendor	Description
7426 7	\$18,383.3 5	Amazon	Migrant/Tech/SPED/Grants supplies
7427 1	\$9,171.50	Apple Computer	SPED computers
7428 1	\$14,878.2 8	Capital One	Tech schools flow through/SPED/Grants travel and supplies
7428 5	\$79,556.4 0	CCS Presentation Systems	Conference room audio upgrades
7428 7	\$26,283.2 3	Central NE Rehab Services	SPED SLP Services
7430 6	\$12,334.0 0	Education Associates	Transition Grant - Project Discovery materials
7431 2	\$5,000.00	ESU 3	ELC Contracts
7431 3	\$33,748.0 0	ESUCC	SRS flow through and PDO/SDA registrations
7431 7	\$30,199.7 1	Gale/Cengage Learning	Media Software
7433 0	\$12,500.0 0	International Academy of Science Acellus	Acellus Virtual Student License Grant
7433 5	\$5,800.00	Josh Arias	Migrant Consultant for Summer School

74338	\$8,955.00	Kagan Professional Development	Title IIA Consultant
74367	\$6,500.00	New Frontier 21, LLC	Title IIA Consultant
74369	\$60,960.00	On To College	2022-23 John Baylor Test Prep
74371	\$8,250.00	Openscied	Title IIA Consultant
74375	\$5,503.79	Pearson Assessment	Psychology Software and Supplies
74387	\$7,628.69	Schuyler Comm. School	Instructional Coach - Schuyler - flow through
74389	\$7,000.00	Seidlitz Education	Title III Consultant
74395	\$5,189.80	State of NE - Department of Admin.	Network Services Charges

This is a consent item.

5.3. Reading of Article III, Section 7, G Internet Safety Policy

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.4. Reading of Article IV, Section 2, A Staff Handbooks and Job Descriptions

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.5. Reading of Article V, Section 5, C Use of Restraints and Seclusion

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.6. Reading of Article V, Section 5, D Removal of Students and Interviews of Students

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.7. Reading of Article V, Section 6, A Student/Parent Handbook

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.8. Reading of Article V, Section 6, B Search and Seizure

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.9. Reading of Article V, Section 6, C Anti-Bullying

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.10. Reading of Article V, Section 7, A Prohibition on Mandatory Medication

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.11. Reading of Article V, Section 7, B Dispensing Medications

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.12. Reading of Article V, Section 7, C Student Self-Management of Asthma, Anaphylaxis and Diabetes

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.13. Reading of Article V, Section 7, E Emergency Medical Aid

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.14. Reading of Article V, Section 7, F Wellness

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.15. Reading of Article V, Section 8, A Procedures for Control of Infectious Diseases

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.16. Reading of Article V, Section 8, B Emergency Closure of ESU 7 Buildings

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.17. Reading of Article V, Section 8, C Emergency Exclusion of Persons from ESU 7

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.18. Reading of Article V, Section 9, A Student Fees

Speaker(s): Board President or Designee

Rationale:

This is a consent item.

5.19. 2022-2023 Contract for Tami Clay, Special Education Director

Rationale: This is a consent item.

5.20. 2022-2023 Contract for Ronelle Jackson, LMHP

Rationale: This is a consent item.

5.21. 2022-2023 Contract for Megan Welch, LMHP

Speaker(s): Administrator or Designee

Rationale: This is a consent item.

5.22. 2022-2023 Contract for Merridie Kaup, LMHP

Speaker(s): Administrator or Designee

Rationale: This is a consent item.

5.23. 2022-2023 Contract for Mollie Morrow, PLMHP

Speaker(s): Administrator or Designee

Rationale: This is a consent item.

5.24. Authorization of Administrator to Sign for Federal/State Funds

Rationale: This is a consent item.

5.25. 2022-2023 Non-Member Contract for Services

Rationale: Board Policy requires the Board to annually approve a Non-Member School Contract for Services Agreement.

Article III, Section 1, D. Requests, Cost, and Payment

This is a consent item.

6. Spotlight - Migrant Department

Speaker(s): Administrator or designee

Rationale: Cynthia Alarcon, Grant Coordinator for the Migrant Department, will present the Spotlight for the June Board Meeting.

7. Tour the Learning Academy, Cen7ter, and potential playground site.

Speaker(s): Administrator or designee

Rationale: Tour the potential playground area, the Learning Academy, and the Cen7ter.

8. Treasurer's Report

Speaker(s): Board President or Designee

Rationale: Review the breakdown of the Treasurer's Report

Recommendation: Discuss, consider and take any action necessary to approve the Treasurer's Report as presented.

Recommended Motion(s):

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

9. Reading of Article V, Section 10, A Safe Pupil Transportation Plan

Speaker(s): Board President or Designee

Rationale:

Multiple recommended changes to include removing "transportation dispatch" and replacing with "ESU 7 special education office".

Recommendation: Discuss, consider and take any necessary action to approve Article V, Section 10, A Safe Pupil Transportation Plan as presented.

Recommended Motion(s):

Discuss, consider and take any necessary action to approve Article V, Section 10, A Safe Pupil Transportation Plan as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

10. Reading of Article V, Section 10, B Safe Driving Standard for Drivers

Speaker(s): Board President or Designee

Rationale:

Multiple recommended changes to include removing "ESU 7 employees are not permitted to transport students" and including stipulations for each person who drives students in an ESU 7 pupil transportation vehicle.

Recommendation: Discuss, consider and take any necessary action to approve Article V, Section 10, B Safe Driving Standard for Drivers as presented.

Recommended Motion(s):

Discuss, consider and take any necessary action to approve Article V, Section 10, B Safe Driving Standard for Drivers as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

11. Educational Service Unit Employee Handbook, Cen7ter and Learning Academy Handbooks

Speaker(s): Administrator or Designee

Rationale: Annually, the Board of Educational Service Unit 7, will review and approve the ESU 7 Employee Handbook and ESU 7 Student Handbooks. Handbook committee will provide an update. Chairperson Joyce Baumert will provide an overview of how the handbook revision process went this year and if any changes are necessary.

Recommendation: Recommend approval of the Learning Academy Handbook, Cen7ter Student/Parent Handbook, and ESU 7 Employee Handbook

Recommended Motion(s):

Approval of the Learning Academy Handbook, Cen7ter Student/Parent Handbook, and ESU 7 Employee Handbook Passed with a motion by Board Member #1 and a second by Board Member #2.

12. Mileage Reimbursement Rate

Speaker(s): Administrator or Designee

Rationale: The IRS has changed the standard mileage rate to 62.5 cents per mile effective July 1, 2022, up 4 cents from January.

Article III, Section 4, D: Coffee Act Policy (Reimbursable Expenses)

Reimbursement of Expenses. The ESU will pay the registration costs, tuition costs, fees or charges for attendance by Board members at such approved functions. The ESU will pay mileage at the rate allowed by law (that is, the rate established by the Department of Administrative Services) or actual travel expense if travel is authorized by commercial or charter means. The ESU will pay meals and lodging at a rate not exceeding the applicable federal rate unless a fully itemized claim is submitted substantiating the costs actually incurred in excess of such rate and such additional expenses are expressly

approved by the Board.

For employees and volunteers, the ESU will pay costs and make reimbursements in the same manner as provided above for Board member attendance, unless otherwise established by policy, Board action, contract, or negotiated agreement.

Recommendation: Discuss, consider and take any action necessary to approve the new standard mileage rate as presented.

Recommended Motion(s):

Discuss, consider and take any action necessary to approve the new standard mileage rate as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

13. Authorization of the Administrator to Pay July Bills in absence of July Board Meeting

Rationale:

The ESU 7 Board of Directors will not meet in July, 2022. This Board action gives authority to the Administrator to pay July bills. The ESU 7 Board will approve these expenses in the next possible Board Meeting.

Recommendation: Discuss, consider and take any action to approve the Administrator's payment of bills in July 2022.

Recommended Motion(s):

Discuss, consider and take any action to approve the Administrator's payment of bills in July 2022 Passed with a motion by Board Member #1 and a second by Board Member #2.

14. Budgeting for additional 1% Budget Authority

Speaker(s): Administrator or designee

Rationale:

Nebraska Statute allows an additional 1% in budgeted property tax asking requiring an affirmative vote of 75% of the governing body for approval. These additional budget authority dollars remain critical as we continue to operate with the one and a half cent levy, no state aid funding for 2022-2023, and spending restrictions for the upcoming years. In the event valuations change or additional funding becomes available, this action will allow ESU 7 additional budget authority to access those dollars.

Recommendation: Discuss, consider and take any necessary action to approve the additional 1% in budgeted tax asking.

Recommended Motion(s):

Discuss, consider and take any necessary action to approve the additional 1% in budgeted tax asking Passed with a motion by Board Member #1 and a second by Board Member #2.

15. Thursday, September 15 at 5:15 p.m. in the ESU 7 Oak Room - Budget Hearing and Budget Summary, followed by the Final Tax Request Hearing, and then followed by the Regular Board Meeting

Speaker(s): Administrator or designee

Rationale: Thursday, September 15 at 5:15 p.m. in the ESU 7 Oak Room - Budget Hearing and Budget Summary, followed by the Final Tax Request Hearing, which will be followed by the Regular Board Meeting to start at

5:30pm or when the Final Tax Request Hearing is concluded, whichever is later.

Recommendation: Discuss, consider and take any necessary action to approve the Thursday, September 15 schedule for the Budget Hearing and Budget Summary, Final Tax Request Hearing, and the Regular Board Meeting as presented.

Recommended Motion(s):

Discuss, consider and take any necessary action to approve the Thursday, September 15 schedule for the Budget Hearing and Budget Summary, Final Tax Request Hearing, and the Regular Board Meeting as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

16. Administrator's Report General

Speaker(s): Administrator or Designee

Rationale:

- ESUCC Update
- Upcoming Events
 - NASB Area Membership Meetings (Agenda not yet available)
 - August 23 - Nebraska City
 - August 24 - Fremont
 - August 29 - Gering
 - August 30 - Valentine
 - August 31 - Norfolk
 - September 6 - La Vista
 - September 7 - York
 - Labor Relations Conference (Agenda not yet available)
 - October 5-6 - Lincoln
 - State Education Conference
 - November 16-18 - CHI Health Center, Omaha
- Elections 2022 Information - Who has not filed?
 - District 1 - Richard Stephens
 - District 3 - Jennifer Miller
 - District 5 - Jack Young
 - District 7 - Dan Hoesly
 - District 9 - Joyce Baumert
 - District 11 - Donald Ellison - Filed
- Safe Return to Services Plan - Administrator Polk will bring the plan to the Board when changes are made.

16.1. Goal Update

Speaker(s): Administrator or Designee

Rationale:

- Goals - Attached for your Review
- Goal 1 - By July 2024, the ESU 7 board will create, roll out, and operationalize a formalized process for board recruitment, onboarding, mentoring, and boardmanship.

- Administrator Polk met with ESU 5 and ESU 13 to establish a formalized plan. Next meeting is August 1, 2022.
- Goal 3 - By July 2024, the ESU 7 board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured.
 - Secretary to the Board, Mindy Reed, reached out to all ESU 7 school districts.
- Goal 4 - By July 2024, the ESU 7 board will create, roll out, and operationalize communication materials detailing tailored services and outcomes.
 - Secretary to the Board, Mindy Reed, has a draft document created. Administrator Polk and Mindy Reed have an additional meeting in August to go through details to prepare an info sheet for every school.

16.2. Services Update

Speaker(s): Administrator or Designee

Rationale:

- SIMPL Update
 - Website Review
- Quarterly Report
- External Visits - Visits will be March 28-30, 2023. Continuous Improvement Team Chair Director Ostmeier will provide an update.

Items inside this item include visit updates, quarterly report, director reports, etc.

16.3. Facilities Update

Speaker(s): Administrator or Designee

Rationale:

- North Building entryway carpet complete
 - N1 and N3 doorways
- Waiting on tarring for the parking lot
- Playground Update

16.4. Personnel

Speaker(s): Administrator or designee

Rationale: New Hires:

- Barb Brockhaus - Cen7ter Paraprofessional starts August 11, 2022
 - Tiffany Paczosa - Cen7ter Paraprofessional starts August 11, 2022
- Paraprofessional Contract Renewals:

- Alicia Kardisco-Hastreiter, Paraprofessional
- Brenda Hake, Paraprofessional
- Chris Barber, Paraprofessional
- Darcy Warth, Paraprofessional
- Harriet Nalumansi, Paraprofessional
- Jayne Abegglen, Paraprofessional
- Jeri Glen, Paraprofessional
- Jessica Olnes, Paraprofessional
- Julia Estrada, Paraprofessional

- Kara VanMeter Lutjens, Paraprofessional
 - Michelle Viessman, Paraprofessional
 - Shanna Griffith, Paraprofessional
 - Contract Renewals:
 - Kris Johnson, Brailist
 - Resignation:
 - Megan Kassing, Special Education Bookkeeper
- 16.5. Legislative Update
Speaker(s): Administrator or Designee
Rationale:
- The ESUCC Legislative Group will be meeting for a Strategy Session this summer.
- 16.6. AESA Annual Conference in Atlanta Georgia
- 16.7.
Speaker(s): Administrator or Designee
Rationale: Full agenda not available as of June 15, 2022. The 2022 AESA Annual Conference Information Request form will be handed out. Please indicate if you intend on attending and fill out the necessary information and give the information to Secretary to the Board, Mindy Reed.
17. Committee Reports
Speaker(s): Committee Chair
- 17.1. Budget Committee Report
Speaker(s): Budget Committee Chair
Rationale: Budget Chairperson Gary Wieseler will provide a Budget Committee update to the board.
18. Adjournment
Speaker(s): Board President or Designee

Created by: Mindy Reed, Secretary to the ESU 7 Board of Directors

Open Meetings Act

Neb. Rev. Stat. § 84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

Neb. Rev. Stat. § 84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Neb. Rev. Stat. § 84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

Neb. Rev. Stat. § 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such

individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the

members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Neb. Rev. Stat. § 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual meetings authorized; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the

meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as

would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in Open Meetings Act

number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

Neb. Rev. Stat. § 84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall 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. The body shall require any member of the public desiring to address the body to identify himself or herself, 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.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Neb. Rev. Stat. § 84-1413. Meetings; minutes; roll call vote; secret ballot; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of

the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

Neb. Rev. Stat. § 84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Neb. Rev. Stat. § 84-1415. Open Meetings Act; requirements; waiver; validity of action.

No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.



Regular Board of Directors Meeting

Educational Service Unit 7, Oak Room

2657 44th Avenue

Columbus, NE 68601-8537

Monday, May 16, 2022 at 5:30 PM

Posted Locations:

- Columbus Telegram Newspaper
- Columbus Telegram Website
- ESU 7 North Building Front Door

Posted Date: 05/09/2022

Attendance Taken at 5:33 PM.

Bob Arp: Present

Joyce Baumert: Present

Marni Danhauer: Present

Donald Ellison: Present

Dan Hoesly: Present

Dawn Lindsley: Present

Richard Luebbe: Absent

Jennifer Miller: Absent

Doug Pauley: Present

Richard Stephens: Present

Gary Wieseler: Present

Jack Young: Present

Present: 10, Absent: 2.

5:33pm

1. **Call the Meeting to Order**

LEADERSHIP • SERVICE • SUPPORT

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website www.esu7.org and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7. Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.

Roll call was taken at 5:33pm
Board President conducted the meeting.

Staff present:

Larianne Polk, Administrator

Linda Shefcyk, Business Manager

Mindy Reed, Secretary to the Board of Directors

Marci Ostmeyer, Professional Development Director

1.1. Notification of Open Meetings Law

This meeting has been preceded by reasonable advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the meeting room.

1.2. Roll Call

1.3. Absent Board Members

Board Secretary Jennifer Miller will be absent. She notified the Administrator prior to the board meeting. Board member Richard Luebbe may be absent. He notified the Administrator prior to the board meeting.

Recommendation: Discuss, consider and take action to approve the Board member absences.

Approval of Board Member absences as presented Passed with a motion by Joyce Baumert and a second by Dawn Lindsley.

Richard Luebbe: Absent

Jennifer Miller: Absent

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

Board Secretary Jennifer Miller and board member Richard Luebbe were absent. They both notified the Administrator prior to the board meeting.

1.4. Pledge of Allegiance

All members present participated in the Pledge of Allegiance.

2. Approval of Agenda

The sequence of agenda topics is subject to change at the discretion of the Board.

Recommendation: Discuss, consider and take any necessary action to approve agenda as presented.

Agenda as presented Passed with a motion by Bob Arp and a second by Doug Pauley.

Richard Luebbe: Absent
Jennifer Miller: Absent
Bob Arp: Yea
Joyce Baumert: Yea
Marni Danhauer: Yea
Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

3. Welcome Visitors

Jack Moles, Executive Director of the Nebraska Rural Community Schools Association (NRCSA), is attending to present on NRCSA.

4. Public Comment

The Board has the discretion to limit the amount of time set aside for public participation.

Citizens wishing to address the Board on a certain agenda item must complete the Request to be Heard Document prior to the start of the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the

petitions and not act upon them or their contents.
No public comments provided.

5. **Consent Agenda**

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.

Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the bills
- Policy review with no recommended changes
- Other routine agenda items

Recommendation: Discuss, consider and take any action necessary to approve the consent agenda as presented.

Consent agenda as presented Passed with a motion by Donald Ellison and a second by Jack Young.

Richard Luebbe:	Absent
Jennifer Miller:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Donald Ellison:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea
Gary Wieseler:	Yea
Jack Young:	Yea

Yea: 10, Nay: 0, Absent: 2

5.1. Minutes

This is a consent item.

5.2. Presentation of Bills #74101 through #74263 totaling \$839,358.65

The summary of bills for the current month total:\$839,358.65 - Bills #74101 through #74263

Inservice bills total: \$886.50

	Amount	Vendor	Description
74104	\$5,706.19	Amazon	Migrant/Tech/SPED/Grants supplies
74115	\$12,386.56	Capital One Bank	Tech schools flow through/SPED/Grants travel and supplies
74132	\$17,158.82	Eakes Office Solutions	Copier maintenance for Production and SPED
74158	\$32,656.51	Journeyed .com, Inc.	Tech school equipment flow through (Sophos)
74176	\$6,400.00	Marzano Resources	Title IIA Consultant
74190	\$33,138.00	Paper 101	Paper for Production
74198	\$13,000.00	Rosetta Stone	Title III and Migrant software
74200	\$7,628.69	Schuyler Community Schools	Instructional Coach - Schuyler - flow through
74205	\$5,189.80	State of NE - Department of Admin	Network Services Charges

This is a consent item.

5.3. Reading of Article I, Section 6, A Concept of Administration

This is a consent item.

5.4. Reading of Article I, Section 6, B Administrator

This is a consent item.

5.5. Reading of Article I, Section 6, C Duty and Function of the Administrator

This is a consent item.

5.6. Reading of Article II, Section 6, B Notice of Budget Meeting

This is a consent item.

5.7. Reading of Article III, Section 1, D Requests, Cost, and Payment

This is a consent item.

5.8. Reading of Article III, Section 1, F Special Education Cooperative

This is a consent item.

- 5.9. Resignations - Lori Dingel, Early Childhood Special Education Teacher
Lori Dingel, Early Childhood Special Education Teacher resignation effective May 21, 2022.

This is a consent item.

- 5.10. Personnel - 2022-2023 Contract for Angel Mayberry, Early Learning Connection Grant Coordinator
2022-2023 Contract for Angel Mayberry, Early Learning Connection Coordinator

- 5.11. TRA - Excess Lodging and Meals
Excess Lodging and Meals: The Admin Dept. has one TRA excess while attending the May 2022 ESUCC and PDO Meetings in Kearney, NE. The meeting was May 3-5, 2022.

Larriane Polk - \$38.70

This is a consent item.

6. Nebraska Rural Community Schools Association Presentation and Legislative Update
Jack Moles, Executive Director of the Nebraska Rural Community Schools Association (NRCSA) will present on NRCSA and cover some legislative issues.
Jack Moles, Executive Director of the Nebraska Rural Community Schools Association (NRCSA) went through the attached document. NRCSA works closely with Superintendents and ESU Administrators. Administrator Polk has been involved in multiple committees in NRCSA. Board member Bob Arp asked for any advice Jack Moles may have for the board.

7. Treasurer's Report

Review the breakdown of the Treasurer's Report

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Bob Arp and a second by Dawn Lindsley.

Richard Luebbe: Absent

Jennifer Miller: Absent

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Dawn Lindsley: Yea

Doug Pauley: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 2

- 8. New Hire Martha Gascon-Guarcas, Migrant Liaison
New Hire Martha Gascon-Guarcas, Migrant Liaison summer contract and regular contract.

Recommended Motion: Discuss, consider and take any action necessary to approve the contracts as presented.

Discuss, consider and take any action necessary to approve the contracts as presented
Passed with a motion by Jack Young and a second by Joyce Baumert.

- Richard Luebbe: Absent
- Jennifer Miller: Absent
- Bob Arp: Yea
- Joyce Baumert: Yea
- Marni Danhauer: Yea
- Donald Ellison: Yea
- Dan Hoesly: Yea
- Dawn Lindsley: Yea
- Doug Pauley: Yea
- Richard Stephens: Yea
- Gary Wieseler: Yea
- Jack Young: Yea
- Yea: 10, Nay: 0, Absent: 2

New Hire Martha Gascon-Guarcas is being hired as an additional Migrant Liaison.

- 9. Reading of Article II, Section 9, F Public Comment

Members of the public who desire to address the Board will be required to identify ~~themselves~~ **himself or herself, 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, provide their address, and the organization (if any) he/she represents.**

Recommendation: Discuss, consider and take all necessary action to approve Article II, Section 9, F Public Comment as presented.

Discuss, consider and take all necessary action to approve Article II, Section 9, F Public Comment as presented
Passed with a motion by Joyce Baumert and a second by Gary Wieseler.

- Richard Luebbe: Absent
- Jennifer Miller: Absent
- Bob Arp: Yea
- Joyce Baumert: Yea
- Marni Danhauer: Yea
- Donald Ellison: Yea
- Dan Hoesly: Yea

Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

Policy changes are based on recommendations from legal counsel.

10. Reading of Article III, Section 4, F Internal Controls

Added:

Generally: If the ESU receives federal awards, grants, or other funds, the ESU will:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the ESU manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The ESU will endeavor to develop and maintain these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;

(c) Evaluate and monitor the ESU 's compliance with statutes, regulations and the terms and conditions of federal award;

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the ESU considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Federal Funds for Construction Projects: For all federal awards, the ESU will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The ESU will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, ESU staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and ESU personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the ESU is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other ESU records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the ESU shall ensure that it avoids any conflicts of interest regarding any federal awards. The ESU will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Recommendation: Discuss, consider and take all necessary action to approve Article III, Section 4, F Internal Controls as presented.

Discuss, consider and take all necessary action to approve Article III, Section 4, F Internal Controls as presented Passed with a motion by Dawn Lindsley and a second by Joyce Baumert.

Richard Luebbe: Absent
Jennifer Miller: Absent
Bob Arp: Yea
Joyce Baumert: Yea
Marni Danhauer: Yea
Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

The changes to this policy are a result of the Department of Education federal monitor review.

11. Reading of Article III, Section 5, D Construction Projects

The ESU shall bid every project for the construction, remodeling, or repair of any building or for site improvements when the contemplated expenditures for the project is in excess of ~~\$100,000.00~~ **\$109,000.00**, or such sum as adjusted pursuant to §73-106.

Retention of an Architect or Engineer. The ESU shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the

contemplated expenditure for the complete project does not exceed One Hundred **and Eighteen** Thousand Dollars (~~\$100,000~~ **\$118,000**), as adjusted from time to time by § 81-3445 or other applicable law.

Recommendation: Discuss, consider and take all necessary action to approve Article III, Section 5, D Construction Projects as presented.

Discuss, consider and take all necessary action to approve Article III, Section 5, D Construction Projects as presented Passed with a motion by Doug Pauley and a second by Jack Young.

Richard Luebbe: Absent
Jennifer Miller: Absent
Bob Arp: Yea
Joyce Baumert: Yea
Marni Danhauer: Yea
Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

12. Administrator's Report General

- ESUCC Update
 - ESUCC Bold Step Planning Information
- Upcoming Events
 - NASB Area Membership Meetings (Agenda not yet available)
 - August 23 - Nebraska City
 - August 24 - Fremont
 - August 29 - Gering
 - August 30 - Valentine
 - August 31 - Norfolk
 - September 6 - La Vista
 - September 7 - York
 - Labor Relations Conference (Agenda not yet available)
 - Fall of 2022
 - AESA Annual Conference - Atlanta, GA
 - November 30-December 2nd
- Administrator Leave Report
- Elections 2022 Information - Filing Deadline June 15, 2022. Who has not filed?
 - District 1 - Richard Stephens
 - District 3 - Jennifer Miller

- District 5 - Jack Young
- District 7 - Dan Hoesly
- District 9 - Joyce Baumert
- District 11 - Donald Ellison

Administrator Polk reviewed the ESUCC Branded attachment. There will be action items for ESUCC based on the four tenants.

Administrator Polk would like all board members who want to attend the NASB Membership Meetings to attend the same one as a group.

Administrator Polk drew the board's attention to the attached leave report.

Administrator Polk reviewed the election information for board members and notified the board members who are up for election, the due date to file is June 15, 2022.

12.1. Goal Update

Goals - Attached for your Review

- Board Member Orientation Meetings
- School District Board Meeting Spreadsheet
- NASB Planning for 2023 Summer Boardsmanship Event

The mentoring and boardsmanship process is in the works. Administrator Polk is working with two other ESU Administrators on this process. This process should be fully developed by the summer's end.

The Secretary to the Board, Mindy Reed, will work on scheduling the district board meetings.

The information document which will be given to the board members for the district board meetings will be updated to include a pie chart to show additional information. The document will be updated and presented to the board for approval before the first district board meeting.

Administrator Polk is working with NASB and planning for a 2023 Summer Boardsmanship Event to include the boards within the ESU 7 area.

12.2. Services Update

- SIMPL Update
 - SIMPL Phases
- External Visits
 - Visits will be March 28-30, 2023. Continuous Improvement Team Chair Director Ostmeier will provide an update.

Items inside this item include visit updates, quarterly report, director reports, etc. Administrator Polk reviewed the attached SIMPL Phases attachment.

Director Ostmeyer provided an update to the Board on the external accreditation visit. Every 5 years, an external team comes in and looks at our processes. The team has been established, the lead is Dr. Skretta, there are also Directors from other ESUs that include a Technology Director, Special Education Director, and a Professional Development Director.

12.3. Facilities Update

The Board will tour the Learning Academy and the potential playground area during the June board meeting.

The June Board Meeting will start with taking a tour of the potential playground area and the buildings on the ESU 7 campus.

12.4. **Personnel**

Resignation:

Jennifer Olson - Cen7ter Paraprofessional

12.4.1. Migrant Education Program Summer Work Agreements

2022 Migrant Education Summer Programs

The MEP will have summer enrichment programs during the month of June and July. The Learning Academy site will include migrant students from Boone Central, Howells-Dodge, North Bend, Columbus Public, Lakeview, Shelby-Rising City, Schuyler, and St Edward. Norris School District in Firth will also be a site for a migrant summer program.

The ESU 7 MEP will also be receiving 3 teachers from Mexico through the Binational Teacher Exchange Program. All 3 teachers are from the state of Zacatecas. Eric Fajardo-Murillo, Jose Salcedo-Castañeda, and Daniel Venegas-Lopez will be involved in all parts of our summer programs from June 1st - July 19th.

The following 2022 Summer Staff are recommended for employment.

ESU 7 Staff:

Cindy Lorentzen

Susan Doehling

Cory Waite

Michaela Wilcox

Barbara Raya

Anne Baptiste

Martha Gascon-Guarcas

Ana Garcia (pending background check)

District Reimbursement:

Nicole Bishop - Firth

Lelsey Boe - Firth

Cyndee Merrell - St Edward

The Migrant Education Program (MEP) will have summer enrichment programs during the months of June and July. The Learning Academy site will include migrant students from Boone Central, Howells-Dodge, North Bend, Columbus Public, Lakeview, Shelby-Rising City, Schuyler, and St Edward. Norris School District in Firth will also be a site for a migrant summer program.

The ESU 7 MEP will also be receiving 3 teachers from Mexico through the Binational Teacher Exchange Program. All 3 teachers are from the state of Zacatecas. Eric Fajardo-Murillo, Jose Salcedo-Castañeda, and Daniel Venegas-Lopez will be involved in all parts of our summer programs from June 1st - July 19th.

13. **Committee Reports**

13.1. Budget Committee Report

Reports of activities and discussions from the Budget Committee will take place during this item.

Board member and Budget Committee Chair Gary Wieseler provided an update from the Budget Committee meeting. The first item to note is the inflation rate. It costs more to operate the ESU. The Budget Committee looks at the budget in three categories: levy, special education, and grants. The Budget Committee discussed the levy and general expenses during this meeting. The Budget Committee would like to build the ESU 7 cash on hand to \$5.4 million to accommodate long-term planning. The valuation estimates came in at 3.41% increase from the previous year. Every year there are funds set aside for facility maintenance and repair. Currently, there is \$300,000 budgeted for the playground project. The Budget Committee will review the Special Education budget in June.

13.2. Handbook Committee Update

Handbook Committee will meet Wednesday, May 25, 2022 at 2:00pm-4:00pm.
The Handbook Committee will meet Wednesday, May 25, 2022 at 2:00pm-4:00pm.
Three handbooks will be sent to the Handbook Committee members to make recommendations.

14. Adjournment

Meeting adjourned at 6:32pm.

Minutes respectfully submitted by Mindy Reed, Recording Secretary to the ESU 7 Board.

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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10	00074268	351.00	06/20/22	120155 AMY J SLAMA	C
10	00074269	432.32	06/20/22	130180 AMY MAZANKOWSKI	C
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10	00074277	240.00	06/20/22	9032 BRENDA SAXE	C
10	00074278	40.13	06/20/22	8400 BRIAN EVANS	C
10	00074279	283.87	06/20/22	1570 BRIMAR INDUSTRIES	C
10	00074280	30.54	06/20/22	6700 BROOKE KAVAN	C
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10	00074283	500.00	06/20/22	70404 CARRIE GOTTSCHALK	C
10	00074284	412.98	06/20/22	1996 CASEY'S MAIL SERVICE LLC	C
10	00074285	79,556.40	06/20/22	30178 CCS PRESENTATION SYSTEMS	C
10	00074286	458.51	06/20/22	30235 CENTRAL CITY PUB SCHOOL	C
10	00074287	26,283.23	06/20/22	8940 CENTRAL NE REHAB SERVICES	C
10	00074288	150.00	06/20/22	280 CHRISTINA KILGORE	C
10	00074289	362.42	06/20/22	30550 CITY OF COLUMBUS WATER & SANIT	C
10	00074290	414.29	06/20/22	30610 CLARKSON PUBLIC SCHOOLS	C
10	00074291	931.61	06/20/22	30878 COLUMBUS CARPET INC	C
10	00074292	450.00	06/20/22	31035 COLUMBUS PUBLIC SCHOOLS GENERAL FUNDS	C
10	00074293	834.46	06/20/22	31029 COLUMBUS PUBLIC SCHOOLS LUNCH FUND	C
10	00074294	4,284.00	06/20/22	31230 CONNECTING POINT	C
10	00074295	763.00	06/20/22	7242 COOPERATIVE EDUCATIONAL SERVICE AGENCY 5	C
10	00074296	1,627.48	06/20/22	31462 CROSS COUNTY SCHOOL	C
10	00074297	698.40	06/20/22	12769 CROWNE PLAZA (JM HOSPITALITY)	C
10	00074298	631.61	06/20/22	4812 CUBBY'S, INC.	C
10	00074299	2,665.00	06/20/22	13072 DANIEL VENEGAS LOPEZ	C
10	00074300	396.96	06/20/22	40235 DAVID CITY PUBLIC SCHOOL	C
10	00074301	300.00	06/20/22	40435 DIAMOND HEATING & AIR	C
10	00074302	2,219.03	06/20/22	40725 EAKES OFFICE SOLUTIONS	C
10	00074303	1,146.96	06/20/22	50060 EAST BUTLER PUBLIC SCHOOL	C
10	00074304	102.60	06/20/22	50065 EAST CENTRAL DIST HEALTH DEPARTMENT	C
10	00074305	609,016.54	06/20/22	50825 ED SERVICE UNIT 7-PAYROLL	C
10	00074306	12,334.00	06/20/22	10871 EDUCATION ASSOCIATES	C
10	00074307	1,206.27	06/20/22	70428 EMILY DELP	C
10	00074308	2,665.00	06/20/22	13056 ERIC CITLALLI FAJARDO MURILLO	C
10	00074309	192.80	06/20/22	50630 ERNST AUTO CENTER	C
10	00074310	186.46	06/20/22	7560 HOSTED SERVICES	C
10	00074311	688.89	06/20/22	50640 ESU 1	C
10	00074312	5,000.00	06/20/22	50650 ESU 3	C
10	00074313	33,748.00	06/20/22	50652 ESUCC	C
10	00074314	252.25	06/20/22	7226 FIREGUARD	C
10	00074315	83.17	06/20/22	60056 FIRST NATIONAL BANK	C
10	00074316	450.00	06/20/22	60800 FULLERTON PUBLIC SCHOOL	C
10	00074317	30,199.71	06/20/22	60940 GALE/CENGAGE LEARNING	C
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A/P Summary Check Register

FPREG01A

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10	00074323	17.24	06/20/22	4944 HOBBY LOBBY	C
10	00074324	96.00	06/20/22	80511 HOLIDAY INN EXPRESS	C
10	00074325	96.00	06/20/22	80507 HOLIDAY INN EXPRESS	C
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10	00074327	315.00	06/20/22	80670 HOWELLS-DODGE CONSOLIDATED SCHOOL DIST	C
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10	00074331	25.90	06/20/22	5223 J.P. COOKE CO.	C
10	00074332	537.62	06/20/22	3387 JENNIFER FISTLER	C
10	00074333	16.26	06/20/22	353 JILLIAN SCHMIDT	C
10	00074334	2,665.00	06/20/22	13064 JOSE EDUARDO SALCEDO CASTANEDA	C
10	00074335	5,800.00	06/20/22	11932 JOSH ARIAS	C
10	00074336	169.65	06/20/22	260092 JUDY A ZADINA	C
10	00074337	777.47	06/20/22	110030 JULIE R KAHLER	C
10	00074338	8,955.00	06/20/22	6300 KAGAN PROFESSIONAL DEVELOPMENT	C
10	00074339	870.12	06/20/22	12424 KASEYA US, LLC	C
10	00074340	600.00	06/20/22	260089 KATHLEEN ZADINA	C
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10	00074362	85.00	06/20/22	13110 NASSP	C
10	00074363	2,971.00	06/20/22	140351 NCSA	C
10	00074364	170.00	06/20/22	140066 NE ASSOC OF SCHOOL BOARDS	C
10	00074365	126.34	06/20/22	140570 NEBRASKA TECHNOLOGY & TELECOM.	C
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10	00074369	60,960.00	06/20/22	8044 ON TO COLLEGE	C
10	00074370	55.00	06/20/22	12122 ONE SOURCE THE BACKGROUND CHECK COMPANY	C
10	00074371	8,250.00	06/20/22	13137 OPENSIED	C
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A/P Summary Check Register

FPREG01A

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10	00074377	228.86	06/20/22	160450 PIZZA RANCH	C
10	00074378	123.99	06/20/22	160530 PLATTE VALLEY PRINTING	C
10	00074379	1,752.98	06/20/22	10197 POWERSCHOOL	C
10	00074380	2,250.00	06/20/22	13153 PREMIER PROPERTY MANAGEMENT	C
10	00074381	172.17	06/20/22	160672 PRESTO-X	C
10	00074382	32.83	06/20/22	170029 QUALITY SOUND	C
10	00074383	98.28	06/20/22	21001 RACHEL BURGESS	C
10	00074384	3,240.00	06/20/22	13129 RED RIVER PRESS INC	C
10	00074385	381.42	06/20/22	30268 SANDY CERNY	C
10	00074386	1,078.16	06/20/22	981 SARAH WACHA	C
10	00074387	7,628.69	06/20/22	190164 SCHUYLER COMMUNITY SCHOOLS	C
10	00074388	288.00	06/20/22	10421 SEI SECURITY	C
10	00074389	7,000.00	06/20/22	9660 SEIDLITZ EDUCATION	C
10	00074390	382.59	06/20/22	8524 SHAYNA CEPEL	C
10	00074391	840.00	06/20/22	9989 SHAYNE MCGUIRE	C
10	00074392	2,069.41	06/20/22	190390 SHELBY-RISING CITY PUBLIC SCHOOL	C
10	00074393	1,061.65	06/20/22	190500 SOLUTION TREE	C
10	00074394	546.96	06/20/22	190007 ST EDWARD PUBLIC SCHOOL	C
10	00074395	5,189.80	06/20/22	190850 STATE OF NEBRASKA - DEPARTMENT OF ADMIN	C
10	00074396	115.00	06/20/22	11533 SUMMERLAND PUBLIC SCHOOL	C
10	00074397	414.65	06/20/22	191085 SUPER SAVER	C
10	00074398	4,200.00	06/20/22	2780 SUSAN PRESLER	C
10	00074399	1,500.03	06/20/22	160655 SYMMETRY ENERGY SOLUTIONS, LLC	C
10	00074400	1,050.00	06/20/22	9130 THE SUPPORT GROUP	C
10	00074401	964.04	06/20/22	12696 THERAPY WORKS OF NEBRASKA	C
10	00074402	2,054.10	06/20/22	200493 TWIN RIVER PUBLIC SCHOOL	C
10	00074403	112.25	06/20/22	200606 U & I SANITATION	C
10	00074404	100.00	06/20/22	6289 UNIV OF NEBR STATE MUSEUM	C
10	00074405	1,399.57	06/20/22	10320 VERIZON WIRELESS	C
10	00074406	96.96	06/20/22	230022 WAHOO PUBLIC SCHOOL	C
10	00074407	581.91	06/20/22	230037 WAKEFIELD PUBLIC SCHOOL	C
10	00074408	113.51	06/20/22	230049 CAPITAL ONE-WALMART (SPED)	C
10	00074409	169.90	06/20/22	230051 WALMART CAPITAL ONE - MIG	C
10	00074410	96.96	06/20/22	230195 WAYNE COMM. SCHOOLS	C
10	00074411	340.00	06/20/22	13099 ZARROW INSTITUTE	C
10	00074412	556.92	06/20/22	10510 ABBY PFISTER	A
10	00074413	870.42	06/20/22	12629 ABIGAIL FOCHT	A
10	00074414	219.96	06/20/22	1082 ANGEL D MAYBERRY	A
10	00074415	194.22	06/20/22	40709 ANN DUBAS	A
10	00074416	383.18	06/20/22	990 BRANDY ROSE	A
10	00074417	544.64	06/20/22	5967 CASSANDRA RUTH	A
10	00074418	195.98	06/20/22	9512 CASSIE KRINGS	A
10	00074419	1,154.36	06/20/22	180474 DARLENE RODRIGUEZ	A
10	00074420	177.84	06/20/22	10529 DAVID VANDERHEIDEN	A
10	00074421	678.60	06/20/22	60033 ELISSA HEIBEL	A
10	00074422	313.56	06/20/22	12262 ELIZABETH PREISTER	A
10	00074423	1,244.30	06/20/22	20135 ISaura BARRETO	A
10	00074424	154.44	06/20/22	8559 JACLYN TERNUS	A
10	00074425	322.92	06/20/22	12220 JALAYNE FREY	A
10	00074426	404.82	06/20/22	11223 JILL WURDEMAN	A
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A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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10	00074433	1,923.48	06/20/22	11797 MARIA RODRIGUEZ	A
10	00074434	234.00	06/20/22	11479 MEGAN WELCH	A
10	00074435	218.21	06/20/22	4650 MELINDA VELECELA	A
10	00074436	524.27	06/20/22	12246 MERRIDIE KAUP	A
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10	00074438	463.96	06/20/22	12254 MOLLIE MORROW	A
10	00074439	819.59	06/20/22	8788 NATHALIE VARGAS	A
10	00074440	138.06	06/20/22	160280 PAULA PETERSON	A
10	00074441	164.39	06/20/22	10375 RONELLE JACKSON	A
10	00074442	754.07	06/20/22	130708 SHARON M BROWN	A
10	00074443	255.06	06/20/22	10740 SHELLI EICKMEIER	A
10	00074444	50.00	06/20/22	12165 STEPHANIE FOREMAN	A
10	00074445	344.57	06/20/22	11436 TAMRA CLAY	A
10	00074446	423.54	06/20/22	230361 WENDY WOLFE	A
10	00074447	1,004.45	06/20/22	10545 YARIBEY RODRIGUEZ	A
10	00074448	243.76	06/20/22	230049 CAPITAL ONE-WALMART (SPED)	C

Total Bank No 10 1,088,506.85

Total Manual Checks	.00
Total Computer Checks	1,071,012.42
Total ACH Checks	17,494.43
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
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Grand Total 1,088,506.85

Number of Checks 185

Batch Yr	Batch No	Amount
22	000233	222,181.95
22	000239	155,617.02
22	000241	609,016.54
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22	000248	243.76

Article III, Section 7, G Internet Safety Policy

It is the policy of the ESU to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the ESU’s computer network, the ESU shall: (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the ESU’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the ESU staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Administrator and the Administrator’s designees.

5. Parental Consent. The ESU shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
6. Adoption. This Internet Safety Policy shall be adopted by the Board at a public meeting, following normal public notice.

Legal Reference:	47 USC § 254 (Children’s Internet Protection Act)
Date of Adoption:	November 19, 2018
Date of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Section 2 - Staff Handbooks and Job Descriptions

Article IV, Section 2, A Staff Handbooks and Job Descriptions

The administration is responsible for preparing and distributing staff handbooks and job descriptions. Staff handbooks and job descriptions approved by the Board shall have the effect of Board-approved policy and, if approved by the Board later in time to any conflicting Board policy, shall control over conflicting Board policy.

Legal Reference:	
Date of Adoption:	February 18, 2019
Date(s) of Review:	June 20, 2022

Article V, Section 5, C Use of Restraints and Seclusion

Definitions

1. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this guidance.
2. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Physical Restraint

1. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
 - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act **unless** the student also demonstrates the ability, the intent, and the immediacy to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury **unless** personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
 - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
 - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

1. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
2. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the ESU or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion

1. When Seclusion May be Used.

Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include the use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for the use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in

position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

Documentation and Evaluation

1. **Documentation of Use of Physical Restraint or Seclusion.** A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Learning Academy record. The student's resident school district, shall also maintain a copy of each such record. Each such record shall include:
 - The student's name;
 - The date of the incident;
 - The beginning and ending times of the incident;
 - A description of any relevant events leading up to the incident;
 - A description of any interventions used prior to the implementation of physical restraint or seclusion;
 - A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
 - A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
 - A description of any injuries (whether to students, staff, or others) or property damage;
 - A description of any planned approach to dealing with the student's behavior in the future;
 - A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
 - The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

1. Notification of Administration. ESU 7 Special Education Director or Director designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
2. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the ESU 7 Special Education Director or designee shall send written notice of the incident to the student’s parents or guardians, unless the parent or guardian has provided the ESU a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
3. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
 - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s Learning Academy student record and provided to the ESU 7 Special Education Director or designee.

ESU 7 shall review Article V, Section 5, C, Restraint and Seclusion Policy annually.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Article V, Section 5, D Removal of Students and Interviews of Students

1. Removal of Students by Law Enforcement Officials

In dealing with law enforcement officials, ESU employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with ESU operations or educational programming.

A peace officer may in the line of duty require a student to accompany him for questioning or detention, either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe that the juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. A probation officer assigned to a student by a court also has the statutory authority to arrest a student in certain circumstances and that power is similar to the power granted to a peace officer by law.

If a peace officer or probation officer requests custody of a student who is at that time under the control and jurisdiction of the ESU:

- a. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student.
- b. Upon releasing the student, the school in which the student is enrolled has a statutory responsibility to inform the student's parent or guardian of the removal. To assist the school in meeting this responsibility, the ESU employee who has released the student shall contact an appropriate administrator of the school in which the student is enrolled. The school administrator shall be informed of any circumstances that warrant a delay in immediately contacting the parent or guardian, such as information which suggests that immediate notification could interfere with the peace officer's performance of duties or create a dangerous situation for the student or peace officer.

In some instances there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state official, or officers from outside the jurisdiction of the ESU. While these officers may have authority to arrest and remove students, local law enforcement should be contacted and requested to participate in or monitor the removal.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of some agency of the federal government without consent of the student’s parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Unless a student is placed under arrest, a peace officer or probation officer will not be permitted to remove a student from the control and jurisdiction of the ESU for questioning unless permission of the student’s parent, guardian or custodian is obtained. Law enforcement officers should be urged to contact students outside the instructional day and off ESU premises whenever possible. Questioning or interview of students on ESU premises should only take place pursuant to the following guidelines:

- a. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the ESU, questioning should not take place until the student’s parent, guardian or custodian has been contacted, either by the ESU or by an appropriate administrator of the school in which the student is enrolled, and permission is given for such an interview. The consent should be documented. The presence of an ESU employee during the interview is not necessary.
- b. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted on ESU premises without such consent. In these situations, an employee of the ESU or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to those matters specified by the law enforcement official.
- c. If the investigation relates to an incident which took place on ESU or school premises or during instructional time, it is not necessary to obtain parental consent for an interview. In these situations, an employee of the ESU or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to the incident which took place on ESU or school premises or during instructional time or something which is directly related thereto.
- d. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on ESU premises free from the observation of other children or individuals. In such situations, it is neither necessary nor desirable that an ESU employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian for the interview.

3. Disclosure of Student Records

ESU employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Interviews of Students by Persons other than Law Enforcement Officials

Any person other than an employee or agent of the ESU or of the school in which the student is enrolled who comes to ESU premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of the Administrator or designee.

Permission to remove is not to be granted unless authorized by the student's parent, guardian or custodian or a person authorized by the student's parent, guardian or custodian.

Permission to interview is not to be granted unless that person has a clearly valid and proper reason and such is not disruptive to ESU operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference:	§ 43-248; § 43-418; § 79-294 § 79-2,104 (student records) 20 U.S.C. 1232g (FERPA)
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Section 6 - Student Conduct

Article V, Section 6, A Student/Parent Handbook

Students are to be held responsible for compliance with the ESU student handbook. ESU employees shall report handbook violations to the Administrator or designee.

The ESU 7 Administration is responsible for preparing student/parent handbooks for Board approval and distribution. The Board will review and approve student/parent handbooks in order that the contents may be accorded the legal status of board-approved policy and regulation. It is essential that the contents of student/parent handbooks conform with ESU 7 policies and regulations. The Board, therefore, expects student/parent handbooks to be approved by the Board and/or ESU 7 Administrator or designee before publication.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 20, 2022

Article V, Section 6, B Search and Seizure

The ESU exercises exclusive control over lockers, desks and other such property that is owned by the ESU and made available for use by students. Students should not expect privacy regarding items placed in or on such property because ESU property is subject to search at any time by ESU officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration.

The following rules shall apply to the search and seizure of items in a student’s possession or control:

1. ESU officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation.
2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by ESU officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.
4. The appropriate administrator of the school in which the student is enrolled is to be notified when items are discovered that would warrant discipline of the student under the school’s student code of conduct.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Article V, Section 6, C Anti-Bullying

It is the policy ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students.

Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Section 7 - Student Health

Article V, Section 7, A Prohibition on Mandatory Medication

A student shall not be required to obtain a prescription for a controlled substance as a condition for receiving ESU educational services, an evaluation or special education services.

Legal Reference:	20 U.S.C. 1400 et seq. 34 CFR Part 300 (Individuals with Disabilities Education Act and regulations) 92 NAC 51 (NDE Rule 51)
Date of Adoption:	May 20, 2019
Date(s) of Review:	June 20, 2022

Article V, Section 7, B Dispensing Medications

The administration of medication to students is to be limited to medications that must be taken while students are participating in ESU programs or otherwise under the control and jurisdiction of the ESU. Adjustment of dosage intervals should be considered before medication is administered by ESU employees.

All medications administered by ESU personnel shall be administered in accordance with the Medication Aide Act.

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
 - a. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
 - b. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 - c. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification.
2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and

copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

6. Receipt and Disposal of Medications. Medication shall be delivered to ESU personnel and picked up by the parent or school district personnel when accompanied by signed/dated permission to do so. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent in person or a designated school district personnel by a reasonable time following the student's departure from the ESU program shall be destroyed. Procedures for destroying medication shall include witness and documentation.

7. Administration of Medication by ESU Personnel.

a. Administration of Medication: Administration of medication includes, but is not limited to:

- i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
- ii. Recording medication provision; and
- iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.

b. Authorized ESU Personnel: Administration of medication shall only be done by the following:

- i. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."
- ii. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the ESU for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability

and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

c. Routes of Medication Administered by ESU Personnel:

i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

1. Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.

ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
2. Directions for additional routes must be for recipient specific procedures and must be in writing.
3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
5. ESU personnel administering the medication shall comply with the written directions.

iii. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.

d. Refusal to Administer Medication: The ESU may refuse to give a medication if after a reasonable and prudent research by an ESU or school health care professional a

decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby's Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, the dosage, or the medication) with the parent or guardian and the physician.

Legal Reference:	§§ 71-6718 to 71-6742; NDE Rule 59
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Article V, Section 7, C Student Self-Management of Asthma, Anaphylaxis and Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions while participating in programs operated by the ESU when the student has a self-management plan established with the school in which they are enrolled that is prepared and signed in accordance with legal requirements. A copy of this plan must be provided to the ESU program.

Legal Reference:	§§ 79-224 and 79-225
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 20, 2022

Article V, Section 7, E Emergency Medical Aid

When a student is receiving services in a program under the control or supervision of the ESU, ESU employees are to utilize the skills within their capacity to respond to health emergencies. Employees are to render medical aid to students in need of emergency medical services or, as appropriate, arrange for the transportation of the student to the nearest facility where professional medical assistance is available.

Every effort should be made by ESU 7 employees to contact the student’s parent or guardian, if time allows for such contact under emergency circumstances; but the primary interest is the health of the student. In the event that emergency circumstances do not allow the employee to contact a parent or guardian prior to the rendering of medical assistance, then the employee should contact the parent or guardian at the earliest practical time under the circumstances.

Legal Reference:	
Date of Adoption:	May 20, 2019
Date(s) of Review:	June 21, 2021 June 20, 2022

Article V, Section 7, F Wellness

It is the policy of ESU 7 to provide curriculum, instruction, and experiences in a health promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school-setting other than within a school district served by ESU 7.

1. Goals to Promote Student Wellness

Level III Programs have established the following student wellness goals that are designed to promote student wellness in a manner that Level III Programs determine to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Administrator or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by Level III Programs for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows:

- any lunch program offered by Level III Programs will meet or exceed the requirements of federal and state law and regulatory authorities and
- no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Level III Programs premises during the period of one-half hour prior to serving lunch and lasting until one-half hour after the serving of lunch. The ESU 7 Administrator or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU 7 Administrator or the Administrator's designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Level III Programs, it is understood that all students have an Individualized Education Plan (IEP), which will provide the basis for the Wellness Policy guidelines.

4. Development of Policy

Level III Programs assure that development of the Wellness Policy involves the ESU Board, administrators, and staff.

ESU 7 shall review Article V, Section 7, F Wellness Policy annually.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022

Section 8- Communicable and Infectious Diseases

Article V, Section 8, A Procedures for Control of Infectious Diseases

It shall be the policy of Educational Service Unit 7 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing student and employee exposure to job related risks associated with bloodborne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practices for the purposes such as, but not limited to, identifying employees with occupational exposure risks from bloodborne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate, where possible, risks to employees from bloodborne pathogens. "Employee" as used herein does not include volunteers, trainees other than student teachers assigned to ESU 7, under the supervision of ESU 7, or independent contractors. "Student" as used herein shall mean a student attending one of the ESU programs located on ESU 7 Campus.

1. Students

- a. Students will be excluded from school for the following communicable diseases. Each of the communicable diseases listed below has a period for exclusion.

- i. Measles (Rubeola): Students may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately. Students who are at risk of contracting the disease (who have not been adequately immunized against measles) will be excluded or served in another manner for the duration of the measles outbreak.
- ii. Three Day Measles (Rubella): Students may return to school seven days after the onset of the rash. The State Health Department must be notified immediately. Students who are at risk of contracting the disease (who have not been adequately immunized against rubella) will be excluded or served in another manner for the duration of the rubella outbreak.
- iii. Mumps: Students may return nine days after the onset of Parotid swelling. The State Health Department must be notified immediately.
- iv. Chicken Pox (Varicella): Students may return to school seven days after the initial onset of the rash if all pox are dry and the student is symptom-free.
- v. Shingles (Herpes Zoster): Students may return to school after all lesions are dried.
- vi. Streptococcal Infection: Students may return to school 24 hours after the start of antibiotic therapy regimen if body temperature is normal.
- vii. Ringworm (Tinea Corporis), Impetigo, Scabies, and Pinkeye (Conjunctivitis): Students shall remain out of school at least one day and until treatment has begun. Students with mild tinea corporis, impetigo,

- scabies and conjunctivitis may be sent home at the end of the school day with instructions not to return until under a physician's care.
- viii. Head Lice: Students shall be excluded from school until completion of first treatment and all nits (eggs) are removed. Students with head lice will be sent home with instructions not to return until after completion of the first treatment and removal of all nits.
 - ix. Herpes Simplex Virus: Students having open skin lesions that cannot be covered with a dressing shall be excluded from school until the lesions are dried.
 - x. Hepatitis A: Students may be readmitted to school upon approval of their physician.
 - xi. Elevated Body Temperature: Students with temperatures over 100 degrees shall be sent home from school. Body temperatures must be normal for 24 hours before returning to school without the use of over the counter pain/fever reducers.
 - xii. COVID-19 (Coronavirus): Symptoms include fever, cough, and shortness of breath. Use universal hand washing procedures, hand sanitizers, and coughing in tissue/elbow. CDC believes symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Students with confirmed positive COVID-19 will not return to school until determined not contagious by current CDC guidelines.
 - xiii. Hepatitis B and Human Immunodeficiency Virus (HIV) also referred to as Aids Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS): Determination of the school attendance status of a student with Hepatitis B or HIV/ARC/AIDS will be on a case by case basis.
 - 1. If the ESU Administrator, program supervisor or the Superintendent of the student's district of residence receives information that a student attending any ESU 7 regional program has become infected with Hepatitis B or HIV, the Superintendent of the student's district of residence shall contact the parents of the student to determine if they wish their child to continue to receive educational services as currently being provided under his/her Individual Education Program (IEP).
 - 2. If the student is to continue to be served by the ESU 7 regional program, the ESU Administrator shall immediately convene a planning team which shall prepare recommendations needed to appropriately accommodate the student in his/her current placement. The planning team shall include, but not be limited to the following persons.
 - a. The student's parents or guardians.
 - b. The student's representative (at the option of the parents).
 - c. The student's physician.

- d. The ESU 7 Administrator or Designee.
 - e. The ESU 7 Program Supervisor.
 - f. The ESU 7 attorney.
 - g. The Superintendent of the school district housing the regional program.
 - h. The Superintendent of the student's school of residence.
 - i. The student's teacher or teachers.
 - j. The ESU 7 medical representative (at the option of the ESU 7 Administrator).
 - k. The consultants representing the Nebraska State Departments of Health and Education.
3. The planning team shall: (1) Receive a medical overview of the student's condition; (2) Consider the nature of the risk (how the disease is transmitted); (3) Consider the severity of the risk (the potential harm to third parties); (4) Consider the behavior and neurological development of the student; (5) Consider the student's interaction with staff and other students; (6) Consider the desires and needs of the student and his/her family; (7) Consider the age of the student; (8) Consider the degree to which other individuals with whom the student will interact; and (9) Consider any other pertinent factors reasonably related to the decision.
 4. The planning team shall generate recommendations for serving the student for the teachers, the program supervisor, other students, the administrator of the school housing the regional program, the superintendent of the student's school district of residence and the custodian(s). The planning team shall generate recommendations concerning the restroom facilities, lunchroom facilities, transportation, public relations and any emergency procedures. Should the planning team recommend a change in the current IEP or IFSP, an IEP or IFSP meeting shall be convened immediately.
 5. It is the goal of ESU 7 that all Hepatitis B and HIV/ARCS/AIDS affected students be able to attend regional programs and participate in activities in an unrestricted setting so long as such attendance and participation would be reasonable. However, exceptions will be made for students with neurological impairments or developmental delays resulting in a lack of control over bodily fluids and displays of behavior such as biting, or students who have uncovered oozing lesions.
- b. The privacy of the student and his/her family must be protected and the knowledge that a student has a communicable condition should be confined to persons with a direct need to know basis unless parental authorization is obtained to waive privacy rights. If it becomes necessary to inform others, these

persons will be provided with information concerning the necessary precautions and will be informed of confidentiality rights and privacy requirements.

2. Employees

- a. Contagious and Infectious Diseases: When an employee has a contagious or infectious disease in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence from work as listed under the heading "Students" earlier in this policy. Prior to returning to work, employees shall upon request submit a physician's statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.
 - b. Bloodborne Pathogen Communicable Diseases: Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV Including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.
- General Provisions:
 - No Discrimination or Harassment: No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease
 - Privacy: Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student, applicant or employee.

No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than ESU employees or agents who have a need to know of the circumstances, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records: All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure

shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

All health records, notes, and other documents that reference a student’s bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. **Infection Control:** All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of the ESU established in accordance with OSHA’s “Occupational Exposure to Blood-Borne Pathogens” Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees’ right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

5. **Staff Development:** The Administrator or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about ESU policies.

Legal Reference:	173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes) § 79-264 (student emergency exclusion) 29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation) ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq. Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq. Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126 20 U.S.C. 1232g (FERPA)
Date of Adoption:	June 17, 2019
Date(s) of Review:	October 18, 2021 June 20, 2022

Article V, Section 8, B Emergency Closure of ESU 7 Buildings

If the Administrator or Administrator’s designee determines that a building or buildings should be closed due to health or safety concerns, then the Administrator or Administrator’s designee is authorized to close an ESU 7 building or buildings until the Administrator or Administrator’s designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Administrator or Administrator’s designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Administrator or Administrator’s designee makes the decision to close an ESU 7 building or buildings, then the Administrator or Administrator’s designee shall communicate such decision to students, parents (if applicable), staff, community members and area media outlets as soon as practical.

If an ESU 7 building is closed, then no person shall be allowed to enter such building unless the Administrator permits such person to enter such building.

Legal Reference:	§§
Date of Adoption:	March 16, 2020
Date(s) of Review:	June 20, 2022

Article V, Section 8, C Emergency Exclusion of Persons from ESU 7

If the Administrator or Administrator’s designee determines that a person may pose a health or safety risk to others, the Administrator may exclude such person from ESU property. If such person is a student in an ESU 7 Level III program then the Administrator or Administrator’s designee will contact the resident school district to transport the student from the Level III program back to the resident school district. After returning to the resident school district, the student will follow the exclusion protocol established by the resident school district. If such person is a staff member, then the Administrator or Administrator’s designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Administrator or Administrator’s designee shall inform such person as soon as possible that they are not permitted on ESU 7 property until further notice from the Administrator or Administrator’s designee.

The Administrator may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

Legal Reference:	§§
Date of Adoption:	March 16, 2020
Date(s) of Review:	June 20, 2022

Section 9 - Student Fees

Article V, Section 9, A Student Fees

The ESU will not assess any fee to students. Further, the ESU will not assess any fee to students in the absence of specific authority within a contract for services between the ESU and the School District.

In the event that a student served by the ESU requires certain goods or services to be provided by the ESU when no counterpart service is available within the School District, any fees to be charged for any such goods or services by the ESU shall be specifically identified by the School and the ESU.

Legal Reference:	§§ 79-2,125 to 79-2,135 (Public Elementary and Secondary Student Fee Authorization Act)
Date of Adoption:	May 20, 2019
Date(s) of Review:	June 20, 2022



Non-Member Contract for Services

Non-Member School Name	Person Responsible	School Year
		2022-2023
Address (Street, City, State, Zip)		Phone Number

Please place a checkmark next to the services you wish to access. See the corresponding column for fee information.

1. **Non-member schools will be billed upon using the service.**
2. **If non-member schools choose to NOT use the service selected, they will NOT be billed.**
3. **If you choose to use a service you did not select, a new contract must be submitted and approved.**

Service Description	Fee Information
<input type="checkbox"/> eRate	\$100 per hour
<input type="checkbox"/> Production Services	<i>All production costs will be billed at the non-member rate.</i>
<input type="checkbox"/> Technology Support	Labor per hour \$55.00 Parts billed at cost plus 3%
<input type="checkbox"/> LanMan Partnership	\$660 per day (additional contract)
<input type="checkbox"/> Santa Visits	\$55 per session
<input type="checkbox"/> Distance Learning (DL) Consortium	\$3300 per year
<input type="checkbox"/> Meetings/Trainings offered and attended by member schools on ESU 7 campus	No cost if offered to member schools at no charge, unless otherwise specified. Registration fee when member schools also have a fee.
<input type="checkbox"/> Training at ESU 7 paid for by public grant funds	Registration fee specific to event
<input type="checkbox"/> Principal Cluster	No cost if offered to member schools at no charge
<input type="checkbox"/> Superintendent Meeting	No cost if offered to member schools at no charge
<input type="checkbox"/> Technology recycling drop off	No cost if offered to member schools at no charge
<input type="checkbox"/> Technology infrastructure planning	Up to 8 hours at no additional cost (8+ hours, \$55.00/hr)
<input type="checkbox"/> Online Resources	No cost if offered to member schools at no charge

Non-Member Signature/Date	ESU 7 Administrator/Date	ESU 7 Office Use
		<i>Date Signed Copy Rec'd</i>
Non-member	<i>Any school district outside ESU 7 area, any non-public school, any other ESU in NE</i>	

Article III, Section 1, D Requests, Cost, and Payment

- Services to Member School Districts. Services to be provided to member school districts are determined by the ESU Board, in collaboration with member school districts, and where the service involves use of core service funds or funds generated by the ESU property tax, obtaining the requisite approval for services from member school districts.

Services will be annually reviewed by the Administrator. Requests for new services are to be made to the Administrator and, if interest is sufficient, brought before the ESU Board.

The Administrator will communicate to member schools the process by which member school districts may request and pay for services.

- Services to Non-Member School Districts. ESU 7 establishes the following process by which services are provided to and paid for by non-member school districts:

Non-member school districts are those non-public schools and homeschools within the ESU 7 boundaries as well as public, non-public and homeschools outside ESU 7 boundaries.

The Educational Service Unit 7 Board will contract for services with a non-member school district only if the service is currently being offered to Educational Service Unit 7 member school districts and if providing the service does not require adding additional equipment or personnel beyond what the additional revenue would generate. The ESU 7 Board will not place a financial burden on Educational Service Unit 7 member school districts to provide a service to a non-member district. Costs for non-member school districts will be established and/or reviewed annually.

Legal Reference:	§79-1204, §79-1222, 79-1224, 79-1225 and 79-1242 NDE Rule 84, sections 3.05B
Date of Adoption:	August 20, 2018
Date(s) of Review:	May 17, 2021 June 21, 2021 May 16, 2022

Migrant Education Program



ESU 7 Board Meeting
June 20, 2022



What is the MEP?



Statue

- Elementary and Secondary Education Act (ESEA), Title I, Part C

Mission

- To help migrant children meet high academic challenges by overcoming the obstacles created by frequent moves, educational disruption, and cultural and language differences.

Goal

- Ensure that all migrant students reach challenging academic standards and graduate with a high school diploma (or complete a HSED) that prepares them for responsible citizenship, further learning, and productive employment.

Benefits

- Provide education and support services: academic instruction; remedial and compensatory instruction; bilingual and multicultural instruction; vocational instruction; career education; guidance; health services; and preschool services.

Eligibility



Migratory Child

- The child is younger than 22 years of age.
- Eligible for a free public education under state law.
- Made a qualifying move within preceding 36 months.

Migratory Worker

- Made a qualifying move within preceding 36 months.
- Engaged or actively sought qualifying work soon after move.

Qualifying Move

- Change of residence and move is due to economic necessity.
- Move if from one school district to another school district.

Qualifying Work

- Work is temporary or seasonal.
- Work is in the agricultural or fishing industries.

Eligibility



There are no ethnic, national origin, income, or language requirements for the MEP.

ESU7 Project

MEP Staff



- Recruiters
 - Isaura Barreto, Darlene Rodriguez, Ana Santos
- Service Providers
 - Maria Rodriguez, Nathalie Vargas, Yaribey Rodriguez, Abi Focht
- Liaisons (teachers)
 - Melinda Velecela, Vanessa Gascon
- Data Specialist
 - Mayra Vargas
- Coordinator
 - Cynthia Alarcon

*2 applicants for Service Provider positions

ESU7 21-22 Sub-Allocation



ESU7 MEP Supplemental Services



Instructional Services

- Enrichment programs
- Summer programs
- Spring Break programs
- Tutoring
- Home Visits
- Close Up
- GED tutoring
- EL Resources

Support Services

- School Supplies
- Books and materials
- Nutrition
- Health Services
- Clothing
- Transportation
- Interpretation
- Translation

Migrant Summer Camp 2022



- ▶ Close Up
- ▶ 2 summer sessions  
- ▶ Friday field trip 
- ▶ Impact Art  
- ▶ End of program Fiesta 
- ▶ Binational Teachers  



Binational Teacher Exchange Program



- ESU7 has participated in this program every summer since 2010 (except 2020 & 2021 🦠)
- ESU7 has received 32 Binational teachers
- Summer 2022
 - 3 teachers from the state of Zacatecas
 - Eric Fajardo
 - Jose Salcedo
 - Daniel Venegas



Jose Salcedo



- What and where do you teach in Mexico?

In Mexico I work in two different places



1.: Colegio de Bachilleres del Estado de Zacatecas

here I teach:

- English
- Spanish
- Literature
- Greek and Latin etymology of words
- Arts



2. Escuela Secundaria Benito Juárez

I teach only English



Jose Salcedo



- How long have you been a teacher?

I have been worried as a teacher for 7 years. I started in 2015

I've been working in the next levels

- Elementary school
- Secondary school
- High School
- Work training
- University
- Mexican summer school
- English for adults

Jose Salcedo



- Why did you want to participate in the Binational Teacher Exchange Program?

Because I wanted to have contact with the American Educational Service and learn about it, in addition, I saw a great opportunity to show my country's culture and traditions

Jose Salcedo



- What have you taught in Nebraska?

Teaching at Nebraska is been an amazing experience. These are some of the aspects that I have taught here:

- English as second language
- Reading and writing
- Personal care
- Personal motivation
- Arts
- Mexican culture and traditions
- Social skills
- Recreational activities



Daniel Venegas



- What and where do you teach in Mexico?

I work in Secundaria Tecnica Jose Vasconcelos of Tabasco, Zacatecas
I'm a teacher of music arts, I teach piano, guitar, bass, drums, sing,
and music theory.



Daniel Venegas



- How long have you been a teacher?

I have been worried as a teacher officially for 5 years. since 2017

I've been working in the next levels

- Elementary school
- Secondary school
- High School
- Music For Adults



Daniel Venegas



- Why did you want to participate in the Binational Teacher Exchange Program?

Because I have always liked the English language and since I speak English with other people I really liked the interculturality, I saw an opportunity to transmit my knowledge through music and teaching, in addition to learning about educational system of United States of America.



Daniel Venegas



- What have you taught in Nebraska?

Arriving to Nebraska has been a great experience, since my classes preparations to all the knowledge I acquired. I love the city and culture. About the question, I have taught Mexican culture, typical games, food, music, the location, language, healthy coexistence, social activities of Mexico and singing.



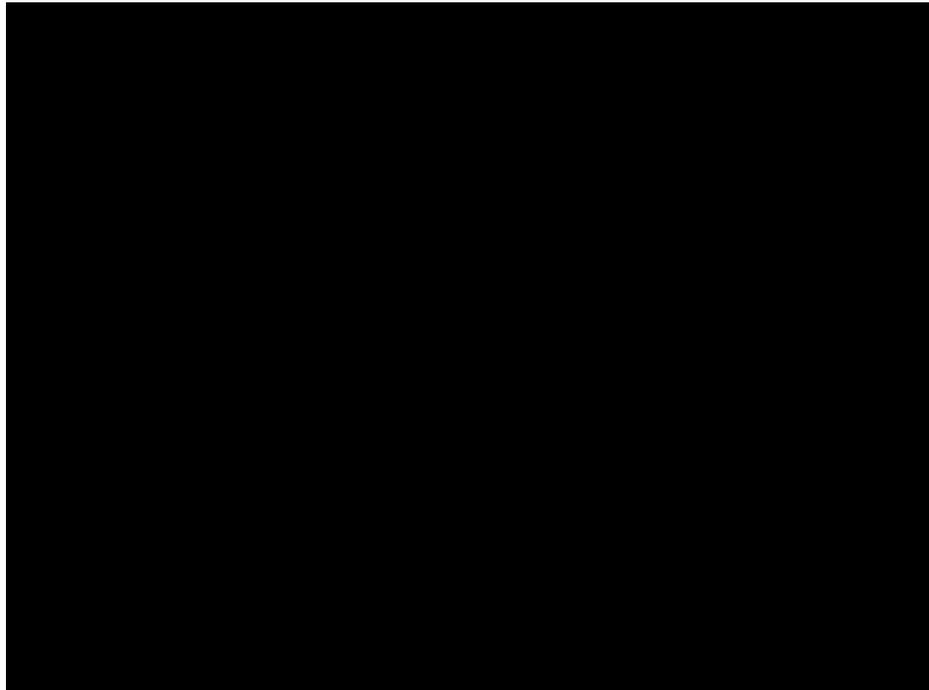
Eric Fajardo

- What and where do you teach in Mexico?

My job in Mexico is in a Telesecundaria school. (middle school)

I work in a rural school, which is located in a small town called Tapias de Santa Cruz.

This community is located in the municipality of Fresnillo, approximately 1 hour and 20 minutes from the city of Zacatecas.



I teach the following subjects.

Spanish, Mathematics, Science (Biology) (Chemistry), History, Civics and Ethics and Physical Education.



Eric Fajardo



- How long have you been a teacher?

Educational practicum since 2013.

Permanent and full-time teacher in telesecundaria school since 2016

Eric Fajardo

- Why did you want to participate in the Binational Teacher Exchange Program?

I see in the migrant education program a great opportunity to help families, learn about their lifestyle and their different ways of thinking, it is a great opportunity to show the rich culture and traditions of Mexico.

I also applied to the program to learn more about how the US educational system works to broaden and strengthen my educational skills and teaching abilities.

Another reason is to get to know the lifestyle of people in the United States and to practice my English.



Eric Fajardo



- What have you taught in Nebraska?

- Arts

- Recreational activities

- Mexican culture and traditions

- Social skills

- Tradicional mexicán Games.

Binational



Binational



Binational





Cynthia Alarcón
Migrant Education Program Coordinator

calarcon@esu7.org

(402) 910-4043



Section 10 - Transportation

Article V, Section 10, A Safe Pupil Transportation Plan

This policy sets forth the ESU's plan for providing safe transportation to students being transported by the ESU in contracted vehicles. ~~ESU 7 does not employ drivers for transport of students, nor provide vehicles for such. Any student transportation is done by contract with public and/or private transportation vehicles. ESU will annually review (with the transportation company(ies) any policies related to weapons, student behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, procedures in the event of mechanical breakdowns of the vehicles, documentation under Safe Pupil Transportation Plan, and transportation of unsafe items. These policies shall include the following minimum standards. In the event they do not meet these standards, the transportation company will provide an opportunity to bring their practice up to these standards. If these standards cannot be met, the ESU shall no longer use that transportation company.~~

1. Weapons. Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from safe location, **ESU 7 special education office transportation dispatch** and notify them of the situation if possible.
- B. Pull vehicle over to safe and secure area.
- C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
- D. Give description of weapon and participating parties to **ESU 7 special education office dispatch**.
- E. **ESU 7 special education office Dispatch** will immediately notify appropriate law enforcement agencies and ESU administration.

2. Pupil behavior. Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to ESU administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:

- A. First seek to resolve incidents through discussion with the student(s) involved.
- B. Radio or telephone, from a safe location, **ESU 7 special education office transportation dispatch** and notify them of situation if possible.
- C. Activate emergency flashers.
- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the Administrator.

3. Terrorist threats. A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk

of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from a safe location, **ESU 7 special education office transportation dispatch** and notify them of situation if possible.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. **ESU 7 special education office Dispatch** will immediately notify appropriate law enforcement agencies and administration.
- D. Drivers should wait for instructions from **the ESU 7 special education office dispatch** if possible.

4. Severe weather. Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from a safe location, **ESU 7 special education office transportation dispatch** and notify them of situation if possible.
- B. Return to the ESU if less than five minutes away and follow the directions of the **school administrator**.
- C. If more than five minutes away from **the ESU 7 a-school site**, **and go to the nearest school and follow the directions of the administrator**.
- ~~D. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.~~

5. Hazardous materials. Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from a safe location, **ESU 7 special education office transportation dispatch** and notify them of situation if possible.
- B. Pull vehicle over to a safe and secure area.
- C. Give description of hazardous materials in question to **ESU 7 special education office dispatch**.
- D. **ESU 7 special education office Dispatch** will immediately notify appropriate law enforcement and administration.
- E. Drivers should wait for instructions from **the ESU 7 special education office dispatch** if possible.

6. Medical emergencies. Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from a safe location, **ESU 7 special education office transportation dispatch** and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone **ESU 7 special education office dispatch** from a cellular telephone or from the nearest safe haven location.
- B. **ESU 7 special education office Dispatch** will immediately notify appropriate medical agencies and administration.

- C. Drivers should follow instructions from **ESU 7 special education office dispatch**, ESU officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child. Drivers should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle.

Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull the vehicle over to a safe and secure area if possible.
- B. Radio or telephone, from a safe location, **ESU 7 special education office transportation dispatch** and notify them of the situation if possible.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in a secure area.
- D. Drivers should try to keep student passengers as calm as possible.
- E. **ESU 7 special education office Dispatch** will arrange for assistance and a relief vehicle if needed.

8. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the administration a **vehicle bus**-conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, medical emergencies, or procedures in the event the drop-off location is uncertain or appears unsafe to leave students. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

9. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported only with written permission of the ESU Administrator or designee. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

10. Supplemental Information. **A copy of this plan shall be placed in each pupil transportation vehicle, kept at the ESU 7 special education office, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the Nebraska Department of Education Pupil Transportation Guide. A copy of this plan shall be provided to contracted transportation companies and made available upon request.**

Legal Reference:	§§ 79-318, 79-602, 79-607 and 79-608 NDE Rule 91
Date of Adoption:	May 20, 2019
Date of Revision(s):	June 20, 2022

Article V, Section 10, B Safe Driving Standard for Drivers

~~It is the policy of ESU 7 that students shall be transported by local public/private transportation or by school district transportation. ESU 7 employees are not permitted to transport students.~~

Each person who drives students in an ESU 7 pupil transportation vehicle for an ESU activity and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

- 1. Motor vehicle homicide;**
- 2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,**
- 3. Reckless driving or willful reckless, within the immediate prior 10 years;**

Each person who drives an ESU vehicle for purposes other than pupil transportation shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person’s employment position required driving vehicles as a function of the person’s employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or

The record of satisfactory driving standards shall apply to all new employees from and after the adoption of this policy. Existing employees shall be subject to the same standards, provided that the Administrator or the Administrator’s designee may determine to permit an exception based on the existing employee’s record of satisfactory driving while employed with ESU 7 and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference:	NDE Rule 91
Date of Adoption:	May 20, 2019
Date of Revision(s):	June 20, 2022

ESU 7

Cen7ter

Student/Parent Handbook

2022-2023



ESU 7 Student Services

2563 44th Ave.
Columbus, NE 68601
402-564-0815

ESU 7 Main Office

2657 44th Ave.
Columbus, NE 68601
402-564-5753

WELCOME

The Board of Directors, administrators, and staff at Educational Service Unit 7 are pleased you have chosen our services. In our program, each student will be provided with educational opportunities to meet individual education program goals. In our program each student will be provided educational opportunities in life skills curricular areas which include: vocational skills, recreation and leisure, community, domestic, and social skills. Instruction will be individualized and based on student needs. Students will be allowed to progress at a rate conducive to their programming with the outcome at or near independence.

The purpose of this handbook is to provide you with some general information about our services and answer questions you have regarding our procedures. If you have additional questions, please do not hesitate to call the ESU 7 Student Services Principal or Director of Special Education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based up all applicable ESU 7 policies, and state and federal statutes and regulations.

VISION

ESU 7 Cen7ter will support each student, regardless of disability, in learning skills necessary to make a valuable contribution to society.

MISSION

ESU 7 Cen7ter will build on student strengths to prepare each for independence in school, community, employment, leisure, and social environments.

VALUES

These are the ideals we intentionally and relentlessly model, teach, and reinforce:

- Be Compassionate
- Be Engaging
- Be Inspiring
- Be Positive



TABLE OF CONTENTS

CONTACT INFORMATION	4
LOCATION	4
DROP OFF / PICK UP	4
PLACEMENT	5
SCHOOL HOURS	5
LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS	5
DRESS CODE	5
ATTENDANCE AND ABSENCES	6
STUDENT PROGRESS REPORTS	6
IEP CONFERENCES	6
TRANSPORTATION	6
LUNCH	7
INDOOR / OUTDOOR ACTIVITIES	7
DISCIPLINE	7
SCHOOL CLOSING / CANCELLATION	7
FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS	8
COMMUNICATION	8
STUDENT AND STAFF RELATIONSHIPS	8
STUDENT ATTITUDE	8
VISITING SCHOOL	9
ELECTRONIC DEVICES	9
PUPIL SUPPLIES	10
ANTI-BULLYING	10
WELLNESS	10
HEALTH SERVICES	11
RESPONSE TO LIFE-THREATENING ANAPHYLAXIS	15

SAFETY	16
INTERNET SAFETY	16
LEAVING THE GROUNDS	17
WEAPONS	17
USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES	17
POSSESSION OF TOBACCO	18
SEARCH AND SEIZURE	18
RESTRAINT AND SECLUSION	18
MANDATORY REPORTERS	19
JOB SITE EXPERIENCE	19
NONDISCRIMINATION	19
VIDEO SURVEILLANCE	20
REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY	20
SCHOOL CALENDAR	21
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT	22
STUDENT CONTACT INFORMATION	23
STUDENT MEDICAL INFORMATION	24
STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	26
PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	27
MEDIA PERMISSION FORM	28
EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE PERMISSION FORM	29
PARTICIPATION IN ACTIVITIES PERMISSION FORM	30
MEDICATION DELIVERY INFORMATION FOR PARENTS	31
PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS	32

CONTACT INFORMATION

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ESU 7 Student Services Principal

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Teacher

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Teacher

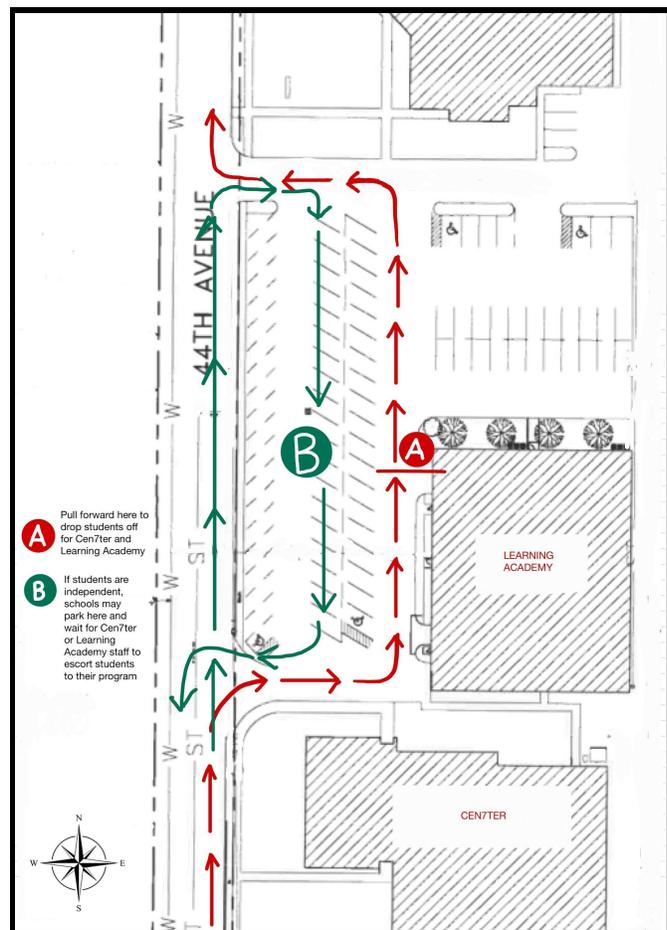
TBD
402-564-0815 ext. ***

LOCATION

The Cen7ter is located in the south building on the ESU 7 campus in Columbus, NE.

DROP OFF / PICK UP

Resident school districts are responsible for drop off and pick up of students. School vehicles dropping off students with physical impairments will enter the ESU 7 parking lot via the south entrance on 44th Avenue and will pull to the area indicated with a stripe at the north end of the Cen7ter (see area on map marked A). School vehicles dropping off students who are able to ambulate independently, may enter the ESU 7 parking lot via the north entrance on 44th Avenue and pull into any of the parking stalls to wait for Cen7ter a staff member to escort him/her to the building (see area on map marked B). The diagram below illustrates the procedure.



PLACEMENT

Placement is an Individual Education Team (IEP) decision. Each district has established educational teams to identify students in need of such intensive services. Students should be verified as a student needing assistance according to Nebraska Department of Education Rule 51. The resident school district IEP team will make the recommendation for placement at Cen7ter after the application process is complete and with Cen7ter personnel collaboration. Students are contracted into the program by resident school districts and payment is made on a pre-approved daily rate.

SCHOOL HOURS

School is in session from 9:30 am – 2:30 pm. Since the staff must have adequate time for meeting and planning the daily activities, it is important that students do not arrive before 9:25 am and are picked up at 2:30 pm.

LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS

Notify the Cen7ter if you will be dropping her/him off late or picking up early. Notify the resident school district so that transportation will be notified.

DRESS CODE

Values

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Dress Code

1. It is important your child dresses properly for school (Ex. hats, mittens, and boots are appropriate for the cold and wet weather). Shorts are allowed in school only when the temperature is projected to be higher than 60°F. For the comfort of your child, only walking length shorts will be allowed. Shorts should be long enough to protect the child when seated on varnished or plastic seats. Girls should wear shorts/tights/leggings under dresses due to floor-type activities. Improper logos on shirts will not be allowed in the Cen7ter (Ex. tobacco, alcohol, drugs, gang affiliation, profanity, etc.). Footwear must be safe and appropriate for the activities of the day.
2. Student dress and personal grooming must not be disruptive to the educational setting. If the student does not meet dress code, he/she will change into Cen7ter clothes.
3. Masks - In the case of health risk due to a pandemic or other health-related concerns all students will be required to, at a minimum, follow the mask guidelines defined in ESU 7 Return to Services/School Plan unless one of the following persists:



- The student has a disability and reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
- The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- Another legally valid reason exists to modify the face covering requirements and such reason has been approved in writing by the student's Principal and ESU 7 administration.
- OR Their parent or guardian has opted their student out of being required to wear a mask by executing a written document and such document is on file in the office of the Principal at the time at issue. This option is only available to students whose contracting district has such a process.

ATTENDANCE AND ABSENCES

Regular and punctual student attendance is required. The Cen7ter is required to maintain an accurate record of student attendance. If a student must be absent, it is the parent's responsibility to notify the resident school district secretary. Your resident school district will contact the Cen7ter. You may also contact the Cen7ter.

Parents are also required to notify the resident school district AND the Cen7ter if they plan to pick their child up during the day in order to cancel afternoon transportation.

STUDENT PROGRESS REPORTS

Student progress reports will be sent to the resident school district by the Cen7ter teacher on a quarterly basis. If you have any questions regarding the report, please call and schedule a conference time with your child's Cen7ter teacher.

IEP CONFERENCES

An Individual Education Plan (IEP) conference to review your child's progress will be scheduled by the resident school district annually. Each person participating in the conference will be notified in writing as to the date, time, and place of the conference. If you wish to discuss your child's progress or have concerns at any other time during the school year, we encourage you to contact your child's Cen7ter teacher and arrange a time to meet.

TRANSPORTATION

[Article V, Section 10, A Safe Pupil Transportation Plan](#) (Revised June 2022)

To-From Cen7ter Arranged on an individual basis through the resident school district. Contact your resident school district with any questions

Day Trips Provided by properly trained ESU 7 personnel in ESU 7 pupil transportation vehicles. Contact Student Services Principal with any questions

State law requires students to wear seat belts at all times (this includes wheelchairs) unless being transported by bus. During the time students are being transported, they are required to conduct themselves as they would at any other phase of the educational program. If problems occur during transportation, a specific plan described in Article V, Section 10, A Safe Pupil



Transportation Plan Policy will be followed during the immediate incident and additional plans may be developed that ties into the behavior program for your child.

LUNCH

Lunch at the Cen7ter is a part of the curriculum. It will be planned and prepared by the students and staff. Supervision is provided at all times during lunchtime. If your child has a specific diet, or if you wish for him/her not to eat the meals prepared, the parent/guardian is responsible for sending a cold sack lunch for your child.

INDOOR / OUTDOOR ACTIVITIES

Indoor/outdoor activities give students the opportunity to relax, breathe in fresh air and/or work off excess energy. Therefore, all children are expected to participate in these scheduled Cen7ter activities unless a medical condition as identified by a doctor prevents participation. As cold weather approaches, please dress your child accordingly. If the students are not able to have outdoor activities on excessively cold days or during inclement weather, exercise will be structured in the Activity Room.

DISCIPLINE

It is necessary to have appropriate behavior in the Cen7ter if an effective learning environment is to be developed. It is important to develop the desire on the part of our students to maintain self-discipline. When necessary, behavior plans will be developed to meet the needs of individual students and to encourage appropriate behavior in a variety of settings. If disruptive behavior continues after interventions are put into place an IEP meeting will be necessary to discuss possible alternative placement.

If the behavior of a student results in the need for restitution, a specific plan will be developed with the student, family, and resident school district. Examples of restitution may be

- Service work
- Monetary reimbursement

SCHOOL CLOSING / CANCELLATION

Parents/guardians will annually receive an ESU 7 Cen7ter calendar. Please note this calendar may differ from the resident district calendar.

- If your resident school district is not scheduled to be in session, your child will not attend the Cen7ter for the day (Ex. spring break, Martin Luther King, Jr. Day, President's Day).
- If the main offices of ESU 7 are closed due to inclement weather, the Cen7ter will also be closed.
- If your resident district is closed due to inclement weather, your child will not attend the Cen7ter.
- If the main offices of ESU 7 are opening late, the Cen7ter schedule will adjust to the opening of the main offices.
- If the resident district has a late start, AND travel to the Cen7ter is safe after school resumes, your child may attend the Cen7ter.

- If travel is unsafe, the decision for transporting your child to the Cen7ter will be made by the resident school districts in collaboration with ESU 7 Student Services Principal.

Please access the following locations for closing, cancellations, and late starts: WOWT, KLIR 101 (AlphaMedia), KETV, mycentralnebraska.com, Twitter, Facebook.

FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS

Fire Drills and Tornado Drills are conducted throughout the school year in accordance with state guidelines. Other drills throughout the year will be evacuation, school secure, and school lockout. Immediate attention must be observed throughout the entire drill. Students do not talk or run during the drill. Cen7ter teachers will instruct and practice these procedures with students the first day of class, as well as throughout the year as needed. Special accommodations will be made for those students whose medical condition would be exacerbated by participating in drills.

COMMUNICATION

Two-way communication between the Cen7ter, resident school district, and home is important. The educational process is the sharing of information between the teachers, the learner, and parents/guardians. Informal communication and personal calls between parents, Cen7ter staff, and students are discouraged.

If you need to call the Cen7ter to visit with your child's teacher, please do so between 7:30-9:30 am or 2:30-4:30 pm. Cen7ter staff will only be called to the phone for emergencies during the day. The Student Services Principal may be reached throughout the day at 402-564-0815. If there are any changes in your child's environment, physical, or medical condition, please communicate via written note/email.

If you need to contact your child during the school day, please call the Student Services phone number and the secretary will get the message to the student. Due to the disruption of the classroom, we ask that you not call the classrooms directly during the school day or request your child come to the phone.

STUDENT AND STAFF RELATIONSHIPS

All students and Cen7ter staff are expected to recognize and support the following affirmation:

1. That there be demonstrated, at all times, a respect for others regardless of race, religion, gender, national origin, age, personal well-being, sexual orientation, or economic status.
2. That language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious, or sexual epithets.
3. Both Cen7ter staff and students are expected to exhibit good judgment, respect, and sensitivity for others.

STUDENT ATTITUDE

Problems may arise between students in the Cen7ter. A staff member will work with student(s) on the problem and help resolve it in a positive manner. The staff endeavors to help student's



problem-solve. Each student is responsible for his/her own conduct according to their abilities and with IEP accommodations and staff support.

Some suggestions to aid in this are included in the following list:

1. Stay in the assigned area.
2. Follow verbal/picture directions.
3. Participate in class (group) discussions.
4. Ask for help.
5. Make corrections quietly without argument or complaint.
6. Respect others. This includes no verbal or physical abuse and stealing
7. Use appropriate language.
8. Respect the property of the school and others.
9. Respect yourself.

Potential behaviors that may result in loss of privileges or IEP/BIP review, and referral to Student Services Principal:

1. Fighting
2. Striking a staff member or peer
3. The use, sale, or possession of drugs, alcohol or drug paraphernalia, or any illegal substance
4. Theft
5. Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property
6. Any behavior that endangers the student, his/her peers or staff member
7. Continual use of profane or sexually suggestive language in the school setting
8. Harassment of a student or staff member
9. Sustained lack of progress in the program

VISITING SCHOOL

Parent(s)/guardian(s) are always welcome as Cen7ter visitors. If you would like to visit, please contact the Student Services Principal to schedule a time. When visiting the Cen7ter, please help us to protect the privacy of all students and families. Do not disclose names, situations, or photographs of any other student to anyone outside the Cen7ter or on social media without written parent consent from each child involved. While we appreciate your interest in all of our students, please understand that we will be unable to answer any questions regarding other students. The Cen7ter administration reserves the right to deny visitation at any time to any party. Again, we ask that all visitors schedule times in advance of the proposed visit time and provide the purpose of the visit to the Cen7ter administration. All visitors must follow the health guidelines put in place by ESU 7 while visiting our program.

ELECTRONIC DEVICES

Students are not to bring items to school that are not required for educational purposes or otherwise allowed by the teacher. These items include, but are not limited to cell phones, tablets, laser pointers, and handheld games. These items pose a risk for theft and interference of the educational process. Personal devices (Ex. cell phones) will be placed in the students' cubby area each day. Access to those personal devices will be given with permission from their Cen7ter teacher. When any item becomes a distraction to themselves or other students, the

classroom teacher will remove the device and lock it in the office until the end of the school day. The device will be returned to the student at the end of the school day. If it becomes a regular disruption, the Student Services Principal will notify the parent and resident school district to address the problem in the BIP.

PUPIL SUPPLIES

The Cen7ter will provide educational materials. Parents/Guardians will be notified of specific school supplies and/or personal items needed. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated. Parents/Guardians may need to supply batteries for your child's personal communication devices such as a Dynovox and hearing aid batteries.

ANTI-BULLYING

[ESU 7 Policy, Article V, Section 6, C](#) (Reviewed June 2022)

It is the policy of ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

ESU 7 shall review [Article V, Section 6, C Anti-Bullying Policy](#) annually.

WELLNESS

[ESU 7 Policy, Article V, Section 7, F](#) (Revised June 2022)

It is the policy of ESU 7 provide curriculum, instruction, and experiences in a health promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school-setting other than within a school district served by ESU 7.

1. Goals to Promote Student Wellness

Cen7ter has established the following student wellness goals that are designed to promote student wellness in a manner that Cen7ter determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Administrator or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by Cen7ter for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity.

The guidelines are as follows:

- any lunch program offered by Cen7ter will meet or exceed the requirements of federal and state law and regulatory authorities and
- no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Cen7ter premises during the period of one-half hour prior to serving lunch and lasting until one-half hour after the serving of lunch.

The ESU 7 Administrator or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU 7 Administrator or the Administrator's designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Cen7ter, it is understood that all students have an Individualized Education Plan (IEP), which will provide the basis for the Wellness Policy guidelines.

4. Development of Policy

Cen7ter assures that development of the Wellness Policy involved the ESU Board, administrators, and staff.

ESU 7 shall review [Article V, Section 7, F Wellness Policy](#) annually.

HEALTH SERVICES

[Article V, Section 7, B Emergency Medical Aid](#) (Reviewed June, 2022)

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed June 2022)

any of the children in the Cen7ter are medically fragile (susceptible to illnesses that are minor for the majority of the population, but could become life threatening for some of our students) .

It is extremely important to keep ill children home for the duration of the illness. (Reference - Contagious and Infectious Disease/Condition Minimum Isolation Standards set by the Nebraska Department of Health and Human Services.)

Guidelines to keep children at home or to send them home:

- fever of 100 or more (axillary temperature of 99=100, rectal temperature of 101=100), must stay below 100 for 24 hours before returning to school without the use of acetaminophen (Tylenol) or ibuprofen (Advil)
- questionable illness or injuries which may require evaluation by a physician
- undiagnosed rash/skin lesion
- inflamed red eyes and/or drainage
- earache and/or drainage from the ear
- sores that appear infected or are draining

- lethargy (extreme tiredness uncharacteristic of the child)
- extreme paleness uncharacteristic of the child
- any contagious disease such as chickenpox (contagious for one week through upper respiratory tract), influenza, cold symptoms with green or yellow nasal discharge, croupy or persistent cough, etc.
- nausea/vomiting (no vomiting for 24 hours before returning to school)infectious diarrhea (no yellowish or greenish liquid stools with a water ring surrounding it for 24 hours before returning to school)
- refusal to eat or drink the two previous meals
- complaints of headache or stomach ache that seems debilitating
- infestations such as scabies or head lice (not including nits only) excluded from school until treated

Students who are ill will be sent home at the discretion of the Student Services Principal. When a student needs to be sent home, Cen7ter will contact the resident district for transport or the student’s parent/guardian.

Minor injuries will be treated by Cen7ter staff who have been trained in First Aid and CPR. In the event that further medical attention is deemed necessary, parents/guardians will be notified immediately. In the event a child needs immediate medical care, they will be transported to the nearest medical facility.

To help insure the health and safety of our children, Educational Service Unit 7 personnel shall only administer medications to students when following directions specified in a medication policy. Cen7ter staff will follow Article V, Section 7, B Dispensing Medication policy when administering medications.

ESU 7 shall review Article V, Section 7, E Emergency Medical Aid policy annually.
ESU 7 shall review Article V, Section 7, B Dispensing Medication policy annually.

Educational Service Unit 7 Process for Administering Medications
[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed June 2022)

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
 - a. Physician’s Authorization. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
 - b. Caretaker’s Authorization. A caretaker’s signed and dated authorization or permission to administer the medication during school. (Note - All references to “caretaker” in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a “friend” as a caretaker, but the school will not ordinarily recognize such an individual as a “caretaker” for the purposes of medication administration).
 - c. Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student



and identify the medication, strength, time interval, and route to be administered. If needed, the physician may be contacted for clarification.

2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.
5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The ESU 7 staff shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
6. Receipt and Disposal of Medications. Medication shall be delivered to ESU personnel and picked up by the parent or resident school district personnel when accompanied by a signed/dated permission to do so by the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent a reasonable time following the student's departure from the ESU program shall be destroyed. Procedures for destroying medication shall include witness and documentation.
7. Administration of Medication by ESU Personnel.
 - a. Administration of Medication. Administration of medication includes, but is not limited to the following list:
 - i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
 - ii. Recording medication provision; and
 - iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
 - b. Authorized ESU Personnel. Administration of medication shall only be done by the following personnel:
 - i. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the school for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards

established by law. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

c. Routes of Medication Administered by ESU Personnel

i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

1. Oral, which includes any medication given by mouth including sublingual (placed under the tongue), and buccal (placing between the cheek and gum) routes, and oral sprays
2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.

ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
2. Directions for additional routes must be for recipient specific procedures and must be in writing.
3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
5. ESU personnel administering the medication shall comply with the written directions.

iii. Injections A medication competent staff member will be trained to administer medications by injection administration. Students may be authorized to self-administer medication as hereafter provided.

- d. Refusal to Administer Medication The ESU may refuse to give a medication if after a reasonable and prudent research by an ESU or school health care professional a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby's Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, dosage, or the medication) with the parent or guardian and the physician.

ESU 7 shall review [Article V, Section 7, B Dispensing Medications policy](#) annually.

RESPONSE TO LIFE-THREATENING ANAPHYLAXIS

(Title 92, Chapter 59, Section 006)

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens, or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

Emergency Protocol:

1. Summon designated trained, nonmedical staff to implement emergency protocol
2. Instruct someone to call 911
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer an IM EpiPenJr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds (In Nurses labeled cupboard in the office)
5. Follow with nebulized albuterol (premixed) while awaiting EMS. (Located in medical cupboard in the office)
6. Determine cause as quickly as possible
7. Monitor vital signs (pulse, respiration, etc.)
8. Administer CPR, if indicated until EMS arrives
9. Contact parents immediately and physician as soon as possible
10. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility
11. Notify ESU 7's Student Services Principal, Special Education Director, and student's district administration

The emergency EpiPens and nebulized albuterol can be accessed in the nurse's labeled cupboard in the office of each building.

As a parent, you have the right to refuse this emergency action. If you do not want our staff to follow this protocol or take this action during an emergency situation, you must provide a written statement of refusal for this emergency action.

SAFETY

Safety in the Cen7ter is a priority. In the event one of the following occurs, staff will respond as indicated:

- Student leaves campus without permission - staff will notify police to assist.
- Physical aggression by a student - staff will use a separate room and/or physical restraint.
- Threats to harm self or others - staff will assess the seriousness of threat and take appropriate steps to help ensure safety.
- Cen7ter emergency (intruder, fire, etc.) - staff will follow the emergency plan.

In all cases listed above, parents/guardians and the resident school district will be notified as soon as possible.

It is the goal of the Cen7ter staff and students to maintain safety at the Cen7ter. They may contact the local police department in safety related situations requiring their assistance. Parents and the resident school district of the student involved will be notified when police involvement is necessary.

INTERNET SAFETY

[Article III, Section 7, G Internet Safety Policy](#) (Reviewed June 2022)

It is the policy of the ESU to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the ESU's computer network, the ESU shall, (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) protect against unauthorized access, including so-called "hacking," and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

ESU 7 shall review [Article III, Section 7, G Internet Safety Policy](#) annually.

LEAVING THE GROUNDS

If a student chooses to leave the ESU 7 grounds without permission, ESU 7 personnel will use the following steps:

1. 911 will be called and the Student Services Principal notified. The school will provide them with a description of the student, time of departure and general direction the student is traveling
2. Staff will try to intervene and encourage them to return to Cen7ter
3. Staff will follow them to keep the student visible



4. Parent/guardian will be notified
5. Resident school district will be notified
6. If a report is filed by policy, a copy will be provided to the parents

WEAPONS

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any ESU 7 building, on ESU 7 grounds, in any vehicle owned, leased or contracted by the ESU 7, being used for Cen7ter purpose, or in a vehicle being driven for a Cen7ter purpose by a Cen7ter employee or his or her designee, or at any Cen7ter sponsored activity or event is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, airgun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives having a blade of greater than two inches, any knife with a blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position.

The possession or use of any such weapon will require the proceedings for the immediate removal from the Cen7ter by the ESU 7 Administrator, Special Education Director, or Student Services Principal. Law enforcement officials, parents, and the resident school district will be called by the Administrator, Special Education Director, or Student Services Principal.

If a weapon is found, or Cen7ter suspects concealment of a weapon, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents
3. Contact resident school district

USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at ESU 7 campus. Any student present on the campus or in any of the buildings who appears to have manufactured, distributed, dispensed, possessed, or used alcohol/drug/other controlled substances (or facsimile) by a Cen7ter staff member will be considered in violation of ESU 7 policy and may be sanctioned according to Nebraska State Statutes. Parents and any appropriate outside agencies will be contacted.

If there is a concern about alcohol/drug/other controlled substances use or an object or substance is found, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardian
3. Contact resident school district

POSSESSION OF TOBACCO

ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. Students who possess or choose to use any of these products or a product defined as an alternative nicotine product on the ESU 7 campus or while transported will be reported to their resident school district and/or local law enforcement if deemed an appropriate



action. ESU 7 follows all Nebraska Department of Education regulations applicable to the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form.

SEARCH AND SEIZURE

[Article V, Section 6, B, Search and Seizure](#) (Reviewed June 2022)

Student and student's possessions including, but not limited to, purses and book bags may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of the law or which could cause bodily harm or damage to property. The local law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such search, will be grounds for discipline and local law enforcement may be contacted for follow-up.

If an object or substance is found the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents
3. Contact resident school district

ESU 7 shall review [Article V, Section 6, B Search and Seizure Policy](#) annually.

RESTRAINT AND SECLUSION

[Article V, Section 5, C, Use of Restraints and Seclusion](#) (Reviewed June 2022)

The use of physical restraint and/or seclusion of students by Cen7ter personnel should be used only as a last resort to maintain safety in emergency situations when there is substantial risk of imminent bodily injury to the student and/or others. Any staff member may physically restrain and/or seclude a student without advance notice to the Student Services Principal when it is necessary for the protection of others or for self-defense. The Educational Service Unit 7 Board of Education and the administration of Cen7ter places emphasis on prevention and behavioral de-escalation which reduces the risk of injury and promotes the care, welfare, safety, and security for all members of the school community. The purpose of physical restraint and/or seclusion is to temporarily control the behavior of a student as a last resort in an emergency situation, to prevent immediate danger or serious bodily injury to the student or others in the environment.

Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Cen7ter records. The student's resident school district, shall also maintain a copy of each such record.

ESU 7 shall review [Article V, Section 5, C. Use of Restraints and Seclusion Policy](#) annually.

MANDATORY REPORTERS

[Article V, Section 5, A, Child Abuse and Neglect](#) (Reviewed June 2022)

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such incident to the appropriate law enforcement agency and/or Child Protective Services. This report shall be followed by a written report. Nebraska State Statute requires that any court order requesting records will be followed and records will be released.

ESU 7 shall review [Article V, Section 5, A, Child Abuse and Neglect Policy](#) annually.

JOB SITE EXPERIENCE

Students may have the opportunity to gain job skills at various businesses in Columbus, Nebraska. Students will be accompanied by a Cen7ter staff member and will not be compensated for their work.

NONDISCRIMINATION

ESU 7 and Cen7ter hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. ESU 7 and Learning Academy does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its programs and activities, and provides equal access to designated youth groups. Complaints or concerns involving discrimination for students, employees, and others should be addressed to Tami Clay, Special Education Director/Title IX Coordinator, 2563 44th Avenue, Columbus, NE 68601 (402) 564-0815 (tclay@esu7.org). [Title IX Policy of Non-Discrimination.](#)

VIDEO SURVEILLANCE

ESU 7 uses video cameras to help provide for the safety and well-being of all students, faculty, staff, and visitors on school premises. The highest concern is providing a safe environment that encourages learning. The video surveillance equipment is intended to enhance security and safety in classrooms, hallways, lunch area, activity center, parking lot, and other common areas in and around ESU 7 where privacy is not expected.

REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling.



Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

Not allowed on video conferencing

- Taking pictures of the group video call,
- Posting pictures of the group on social media platforms
- Recording the group video call by anyone not on staff with ESU 7.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

SCHOOL CALENDAR



Cen7ter & Learning Academy Calendar
August 2022 - July 2023
Staff Work Days 185
Student Days 170

	LA/7 Student Start		LA/7 Student End
	LA/7 Inservice		Unit Closed
	No Students		LA/7 Closed

August 2022							23	/15	1
S	M	T	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						

September 2022							21		2
S	M	T	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				

October 2022							21		3
S	M	T	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								

November ###							20	/19	4
S	M	T	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						

December 2022							15		5
S	M	T	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 2023							21		6
S	M	T	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							

February 2023							20		7
S	M	T	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							

March 2023							23	/21	8
S	M	T	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				

April 2023							18		9
S	M	T	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									

May 2023							22	/14	10
S	M	T	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						

June 2023							22		11
S	M	T	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				

July 2023							19		12
S	M	T	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								





**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT
2022-2023**

After reading this document, I understand and agree with the contents of the Educational Service Unit 7 Cen7ter Student/Parent Handbook.

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software which allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

Not allowed on video conferencing

- Taking pictures of the group video call,
- Posting pictures of the group on social media platforms
- Recording the group video call.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

As a parent or guardian, I understand that all those present in a group video call have the right to privacy of their identities as students of the programs in which they attend. Therefore, their identities will stay confidential within the group.

I understand that I need to keep identities of other students private and confidential, meaning I will not share the names of individuals with anyone outside of the group. I understand that it is my responsibility to make sure that my child also does not violate the confidentiality of other students within the group.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Services Principal Signature _____ Date _____





STUDENT CONTACT INFORMATION
2022-2023

Student Name _____ Gender _____ Birth Date _____

Parent/Guardian _____ Relation to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

When does the student live at this address? Please check
All of the time Some of the time due to visitations: Explain

Additional Parent/Guardian _____ Relation to student _____

If same as above, check here (then skip to phone #)

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

When does the student live at this address? Please check
All of the time Some of the time due to visitations, Explain

Emergency Contact #1 _____ Relationship to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

Emergency Contact #2 _____ Relationship to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____





STUDENT MEDICAL INFORMATION
2022-2023

Student Name _____

Please list all medications that this student takes

<u>Prescription Medication Name/Reason</u>	<u>Dosage</u>	<u>Time</u>	<u>*Given at School? (Circle)</u>
			Yes No

* Each medication given at Cen7ter MUST be accompanied by a doctor's prescription and in the original bottle with attached label from the pharmacy.

Diagnosis
Please check any conditions that pertain to your child Diabetes _____ Allergies _____ Asthma _____ Seizures _____ Other (Specify Below)
Other health concerns/special needs
List any allergies
Special dietary needs
Hearing problems
Vision problems
Speech problems



Child Name :

Recent hospitalization	
Any other health concerns we should know about	
Physician Name	Phone
Counselor/Psychiatrist	Phone

Parent/Guardian please Initial each for Consent:

- _____ I give permission for trained Cen7ter staff to provide prescription medications(s) as listed above.
- _____ I agree to notify Cen7ter immediately with any changes in medication orders and provide a current physician order.
- _____ I give permission for trained staff to provide Tylenol or Ibuprofen (according to manufacturer dosage instructions, and provided by the parent in the original packaging) to this student for discomfort, and verify that the student has taken these medications previously without problem.

Parent/Guardian Signature _____ Date _____

Authorization expires one year following the date signed.





**STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS
2022-2023**

In order to make sure that all members of the Cen7ter understand and agree to these rules of conduct, ESU 7 asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the ESU 7, and I understand, and will abide by those guidelines and conditions for the use of the facilities of Cen7ter and access to the Internet. I further understand that any violation of the Cen7ter guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. Cen7ter disciplinary action and/or appropriate legal action will be taken.

Student's Name _____

Student's Signature _____ Date _____

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





**PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS
2022-2023**

In order to make sure that all members of the Cen7ter community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by ESU 7. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold ESU 7 responsible for materials acquired or sent via the network.

I agree not to hold ESU 7, any of its employees, or any institution providing network access to ESU 7 responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date _____

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





MEDIA PERMISSION FORM

2022-2023

Student _____

I give permission for my child to

- have his/her name and/or picture/video appear in any
Yes____ **No**____ Local newspaper, local magazine, or T.V. (news) story highlighting projects, and events at Cen7ter
Yes____ **No**____ ESU 7 owned Twitter, Facebook, Instagram or other online media to highlight projects, and events at Cen7ter.
- be video-recorded, photographed or digitally recorded for education purposes*
Yes____ **No**____

*Educational Purposes consist of use only at our site or the student’s job sites and for student benefit (i.e. pictures of themselves on their locker spaces, photos of themselves in group pictures for students portfolios, videos of them performing a task for training, videos of a teacher instructing a lesson for the teacher and principal to reflect on instructional skills, video surveillance for safety purposes within our program,etc.)

Parent/Guardian Signature_____ Date _____





EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE

2022-2023

Student _____

I give permission for my child to

Yes _____ **No** _____ for the Cen7ter staff to consent for my child to receive treatment by emergency personnel, in the case of an emergency when I (the parent/guardian) can not be reached.

Yes _____ **No** _____ have personally identifiable information regarding the student's unique needs (disability, medication, etc.) shared with police or other emergency personnel in the event the child is taken into their care.

Yes _____ **No** _____ have ESU 7 staff follow the emergency protocol for response to life-threatening or systemic allergic reactions (anaphylaxis) that is described in this handbook.

Parent/Guardian Signature _____ Date _____





PARTICIPATION IN ACTIVITIES

2022-2023

Student _____

I give permission for my child to

Yes _____ **No** _____ Go on short trips to the library, park, bowling alley, grocery store or various other local sites and participate in those activities that may be performed at those locations (ie. bowl, play on equipment, etc.) during the school day. Transportation will be either walking, ESU 7 owned vehicles or by local transport companies.

Yes _____ **No** _____ Go to a work site at an on or off campus setting and participate in the assigned tasks at those sites. Transportation will be either walking, ESU 7 owned vehicles or by local transport companies.

Parent/Guardian Signature _____ Date _____



**MEDICATION DELIVERY INFORMATION FOR PARENTS
2022-2023**

(Please fill out only if your child will be taking any medications at ESU 7)

Health care provider and parent permission is needed for all prescription medications that are used at school and school-sponsored activities.

- Parents/guardians are responsible for having medications delivered directly to the school in the original or pharmacy labeled container that will include the students name, healthcare provider's name, pharmacy name and phone number, name of medication, directions concerning dosage, special instructions if required, and date of prescription.
- If you are unable to deliver your child's medications when in need of a refill, you may authorize the bus driver/transportation staff to deliver medications to ESU 7.
- He or she will be responsible for safely transporting the medication/medications to ESU 7 and someone from our staff will collect what is sent and have the driver sign and date a medication delivery log. All medication/medications are counted in and locked in a secure storage unit. When your child needs a refill, someone will notify you via phone or text; please list your preference below.
- If there is a medication change you will need to obtain a physician order before we can administer the new medication. Your healthcare provider can make a copy and you can bring it to ESU 7 or they can fax it to 402-563-1121 Attention: Cen7ter Principal. The order must contain the name of the child, diagnosis or reason they are taking the medication, date of order, name of medication, dose, and duration of order. The duration cannot exceed the current school year. It must be signed and dated by the healthcare provider and include their phone number.
- If you plan on delivering your child's medication/medications, please notify ESU 7 staff so they can anticipate your arrival and have the appropriate paperwork ready.
- ESU 7 staff will be available for medication drop off through school hours Monday-Friday from 7:30 AM to 4:30 PM.

Please indicate your preference for medication delivery: (Mark any that may apply)

Yes _____ No _____ I will be delivering my child's medication/medications.

Yes _____ No _____ The bus driver/transportation staff will be delivering my child's medication/medications.

Parent/Guardian Signature _____ Date _____



PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

The undersigned is the parent or guardian responsible for the following student:

Student Name _____

If it is necessary that the student receives over-the-counter medications while attending the Cen7ter during the school day, the following procedure will be implemented:

1. The medication staff will administer non-medicinal interventions prior to the administration of medication. These are non-medicinal interventions that may include deep breathing to relax, hydration, snack, toileting, etc.
2. If it is determined that the student is in need of medication the parent or guardian will be notified prior to administration.
3. The medication approval or denial will be documented in the medication administration record.
4. If approved, the designated medication staff will administer the medication as directed and send home a communication form detailing the reason the medication was given, time administered, etc.

Please remember that any medication that is listed on this form must be sent to school with the student in the original bottle. (We can NOT provide over the counter medication, it must be sent to us for your child's use).

Please make sure that the medication is not expired and will not expire within the school year. The medication(s) will be labeled, counted in, and documented on the medication administration record. They will be locked in a secure cabinet within the Cen7ter.

I hereby authorize the Cen7ter staff to administer the following over-the-counter medication/medications:

Signature of Parent/Guardian _____ Date _____

This form is valid for 1 year from the date of signature. If you have any questions please feel free to contact us.
402-564-0815 Ex. 1008





Student/Parent Handbook

2022-2023



ESU 7 Student Services

2563 44th Ave.
Columbus, NE 68601
402-564-0815

ESU 7 Main Office

2657 44th Ave.
Columbus, NE 68601
402-564-5753

WELCOME

The Board of Directors, administrators, and staff at Educational Service Unit 7 are pleased you have chosen our services. In our program, each student will be provided with educational opportunities to meet academic and behavioral needs. Students will either receive support in completing their resident school district curriculum in core subjects or a specially-designed program agreed upon by the IEP team. All students will be presented with instruction on social-emotional skills. Opportunities to access art, music, and physical education will also be available.

The purpose of this handbook is to provide you with some general information about our services and answer any questions you have regarding our procedures. If you have additional questions, please do not hesitate to call your child's teacher or the ESU 7 Director of Special Education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based up all applicable ESU 7 policies, and state and federal statutes and regulations.

VISION

ESU 7 Learning Academy will support students in unlocking their potential by working in cooperation with stakeholders and meeting students where they are academically, behaviorally, and socially to build on their strengths.

MISSION

ESU 7 Learning Academy will strive to support students in developing the behavioral and academic skills needed to successfully transition to their resident school districts and communities as engaged and capable students.

VALUES

These are the ideals we intentionally and relentlessly model, teach, and reinforce:

- Grace
- Resilience/Perseverance/Grit
- Generosity
- Engagement
- Compassion
- Responsibility
- Gratitude
- Integrity
- Vulnerability



Table of Contents

CONTACT INFORMATION	5
LOCATION	5
DROP OFF / PICK UP	5
PLACEMENT	6
SCHOOL HOURS	6
LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS	6
DRESS CODE	6
ATTENDANCE AND ABSENCES	7
STUDENT PROGRESS REPORTS	7
IEP CONFERENCES	7
TRANSPORTATION	7
LUNCH	8
INDOOR / OUTDOOR ACTIVITIES	8
ACADEMIC RESPONSIBILITY	8
DISCIPLINE	9
SCHOOL CLOSING / CANCELLATION	9
FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS	9
COMMUNICATION	10
STUDENT AND STAFF RELATIONSHIPS	10
STUDENT ATTITUDE	11
VISITING SCHOOL	11
ELECTRONIC DEVICES	12
DIGNITY ROOM	12
LEVEL SYSTEM	12
PERSONALIZED SUPPORT	15
PUPIL SUPPLIES	15

ANTI-BULLYING	15
PHYSICAL ASSAULT	15
WELLNESS	16
HEALTH SERVICES	17
RESPONSE TO LIFE-THREATENING ANAPHYLAXIS	21
SAFETY	22
INTERNET SAFETY	22
LEAVING THE GROUNDS	22
WEAPONS	23
USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES	23
POSSESSION OF TOBACCO	23
SEARCH AND SEIZURE	24
RESTRAINT AND SECLUSION	24
LAW ENFORCEMENT NOTIFICATION OF STUDENTS WITH A VERIFIED DISABILITY	29
MANDATORY REPORTERS	29
NONDISCRIMINATION	30
VIDEO SURVEILLANCE	30
REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY	30
SCHOOL CALENDAR 2022-2023	31
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT	32
STUDENT CONTACT INFORMATION	33
STUDENT MEDICAL INFORMATION	34
STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	36
PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	37
MEDIA PERMISSION FORM	38
EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE	39
PARTICIPATION IN ACTIVITIES	40

MEDICATION DELIVERY INFORMATION FOR PARENTS	41
PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS	42



PLACEMENT

Placement is an Individual Education Team (IEP) decision. Each district has established educational teams to identify students in need of such intensive services. Students should be verified as a student needing assistance according to the Nebraska Department of Education Rule 51. The resident school district IEP team will make the recommendation for placement at Learning Academy after the application process is complete and with Learning Academy personnel collaboration. Students are contracted into the program by resident school districts and payment is made on a pre-approved daily rate.

SCHOOL HOURS

School is in session from 9:30 am – 2:30 pm. Since the staff must have adequate time for meeting and planning the daily activities, it is important that students do not arrive before 9:25 am and are picked up at 2:30 pm.

LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS

Notify the Learning Academy if you will be dropping her/him off late or picking up early. Notify the resident school district so that transportation will be notified.

DRESS CODE

Values

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Code

1. It is important your child dresses properly for school (Ex. hats, mittens, and boots are appropriate for the cold and wet weather). Shorts are allowed in school only when the temperature is projected to be higher than 60°F. For the comfort of your child, only walking-length shorts will be allowed. Shorts should be long enough to protect the child when seated on varnished or plastic seats. Girls should wear shorts/tights/leggings under dresses due to floor-type activities. Improper logos on shirts will not be allowed in the Learning Academy (Ex. tobacco, alcohol, drugs, gang affiliation, profanity, etc.). Footwear must be safe and appropriate for the activities of the day.

2. Student dress and personal grooming must not be disruptive to the educational setting. If the students do not meet dress code, he/she will change into Learning Academy clothes.
3. Masks - In the case of health risk due to a pandemic or other health-related concerns all students will be required to, at a minimum, follow the mask guidelines defined in ESU 7 Return to Services/School Plan unless one of the following persists:
 - The student has a disability and reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
 - The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
 - Another legally valid reason exists to modify the face covering requirements and such reason has been approved in writing by the student's Principal and ESU 7 administration.
 - OR Their parent or guardian has opted their student out of being required to wear a mask by executing a written document and such document is on file in the office of the Principal at the time at issue. This option is only available to students whose contracting district has such a process.

ATTENDANCE AND ABSENCES

Regular and punctual student attendance is required. The Learning Academy is required to maintain an accurate record of student attendance. If a student must be absent, it is the parent's responsibility to notify the resident school district secretary. Your resident school district will contact the Learning Academy. Parents may also contact the Learning Academy.

Parents are also required to notify the resident school district AND the Learning Academy if they plan to pick their child up during the day in order to cancel afternoon transportation.

STUDENT PROGRESS REPORTS

Student progress reports will be sent to the resident school district by the Learning Academy teacher on a quarterly basis. If you have any questions regarding the report, please call and schedule a conference time with your child's Learning Academy teacher.

IEP CONFERENCES

An Individual Education Plan (IEP) conference to review your child's progress will be scheduled by the resident school district annually. Each person participating in the conference will be notified in writing as to the date, time, and place of the conference. If you wish to discuss your child's progress or have concerns at any other time during the school year, we encourage you to contact your child's Learning Academy teacher and arrange a time to meet.



TRANSPORTATION

[Article V, Section 10, A Safe Pupil Transportation Plan](#) (Revised June 2022)

[To/From Learning Academy](#) Arranged on an individual basis through the resident school district. Contact your resident school district with any questions

[Day Trip](#) Provided by properly trained ESU 7 personnel in ESU 7 pupil transportation vehicles. Contact Student Services Principal with any questions

State law requires students to wear seat belts at all times (this includes wheelchairs) unless being transported by bus. During the time students are being transported, they are required to conduct themselves as they would at any other phase of the educational program. If problems occur during transportation, a specific plan described in Article V, Section 10, A [Safe Pupil Transportation Plan Policy](#) will be followed during the immediate incident and additional plans may be developed that ties into the behavior program for your child.

LUNCH

Lunch will be delivered each day to Learning Academy through a contract with the Columbus Public Schools Food Program. The cost of lunch will be included in the cost of tuition to the Learning Academy.

The Learning Academy lunch program will meet or exceed the nutritional guidelines for the requirements of federal and state law and regulatory authorities and no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Learning Academy premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after serving lunch. The students may bring their own lunches. Parents are encouraged via health promotional materials to make healthy choices for student lunches.

INDOOR / OUTDOOR ACTIVITIES

Indoor/outdoor activities give students the opportunity to relax, breathe in the fresh air and/or work off excess energy. Therefore, all children are expected to participate in these scheduled Learning Academy activities unless a medical condition as identified by a doctor prevents participation. As cold weather approaches, please dress your child accordingly. If the students are not able to have outdoor activities on excessively cold days or during inclement weather, exercise will be structured in the Activity Room.

ACADEMIC RESPONSIBILITY

Students will earn grades in the core academic areas from their resident school district. When the IEP team meets to change a student's placement to the Learning Academy, the district and Learning Academy team will decide on the courses the student will take using an online learning platform or paper/pencil academics will be sent from the district depending on the students needs. Completed paper/pencil work will be returned to the resident school district. All online learning will be reported at least quarterly to districts and each course completed will



be reported to districts to add to the students' transcripts. Learning Academy staff will support students with a goal of returning/reporting passing schoolwork to the student's resident school district. If the student does complete his/her school work, the Learning Academy will work through the Points and Level System.

DISCIPLINE

It is our belief that the best way to improve and stabilize student behavior is through teaching and reinforcing desired behaviors while reducing the effectiveness of undesired behaviors. All students should be treated with dignity and respect, regardless of their behavior. At the Learning Academy, students earn access to activities, technology, tangibles, and other privileges through the demonstration of the target behaviors outlined in their IEP/BIP and compliance with school rules and expectations. Failure to demonstrate desired behaviors will result in missed opportunities to access preferred items and activities as outlined in the Points and Levels System. Discipline response will need to follow the student's IEP and Behavior Intervention Plan (BIP). Specific interventions, consequences, and supports are defined within the IEP/BIP.

If the behavior results in a situation where the student's IEP team needs to convene and create an adjusted plan before returning to the Learning Academy campus, the student's resident school district will be contacted and the resident school district will follow their procedures for discipline until the meeting and the creation of an adjusted plan can occur.

SCHOOL CLOSING / CANCELLATION

Parents/guardians will annually receive an ESU 7 Learning Academy calendar. Please note this calendar may differ from the resident district calendar.

- If your resident school district is not scheduled to be in session, your child will not attend the Learning Academy for the day (Ex. spring break, Martin Luther King, Jr. Day, President's Day).
- If the main offices of ESU 7 are closed due to inclement weather, the Learning Academy will also be closed.
- If your resident district is closed due to inclement weather, your child will not attend the Learning Academy.
- If the main offices of ESU 7 are opening late, the Learning Academy schedule will adjust to the opening of the main offices.
- If the resident district has a late start, AND travel to the Learning Academy is safe after school resumes, your child may attend the Learning Academy.
- If travel is unsafe, the decision for transporting your child to the Learning Academy will be made by the resident school districts in collaboration with ESU 7 Student Services Principal.

Please access the following locations for closing, cancellations, and late starts: WOWT, KLIR 101 (AlphaMedia), KETV, mycentralnebraska.com, Twitter, Facebook.



FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS

Fire Drills and Tornado Drills are conducted throughout the school year in accordance with state guidelines. Other drills throughout the year will be an evacuation, school secure, and school lockout. Immediate attention must be observed throughout the entire drill. Students do not talk or run during the drill. Learning Academy teachers will instruct and practice these procedures with students on the first day/week of class as well as throughout the school year as needed. Special accommodations will be made for those students whose medical condition would be exacerbated by participating in drills.

COMMUNICATION

Continuous and open communication between teachers and parents is important to creating a successful school experience for our students. Two-way communication between the Learning Academy, resident school district, and home is important. The educational process is the sharing of information between the teachers, the learner, and parents/guardians. Informal communication and personal calls between parents, Learning Academy staff, and students are discouraged.

Parents can expect their child to come home each day with a daily data sheet. Students should return the signed data sheet the following morning. Parents are encouraged to be in frequent contact with their child's Learning Academy teacher through email and/or phone calls. If you need to call the Learning Academy to visit with your child's teacher, please do so between 7:30-9:30 am or 2:30-4:30 pm. Learning Academy staff will only be called to the phone for emergencies during the day. The Student Services Principal may be reached throughout the day at 402-564-0815.

If you need to contact your child during the school day, please call the Student Services phone number and the secretary will get the message to the student. Due to the disruption of the classroom, we ask that you not call the classrooms directly during the school day or request your child come to the phone.

If there are any changes in your child's environment, physical, or medical condition, please communicate via written note/email.

STUDENT AND STAFF RELATIONSHIPS

All students and Learning Academy staff are expected to recognize and support the following affirmation:

1. That there be demonstrated, at all times, a respect for others regardless of race, religion, gender, national origin, age, personal well-being, sexual orientation, or economic status.
2. That language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious, or sexual epithets.



3. Both Learning Academy staff and students are expected to exhibit good judgment, respect, and sensitivity for others.

STUDENT ATTITUDE

If a problem arises with another student in the classroom, it is recommended that the student discuss the problem with a teacher or other staff member. A staff member will work with students(s) on the problem and help resolve it in a positive manner. The staff endeavors to help students problem-solve. Being open and honest with the staff is recommended for best results.

Each student is responsible for his/her own conduct. Some suggestions to aid in this are listed below:

1. Stay in the assigned area.
2. Follow verbal/picture directions.
3. Participate in class (group) discussions.
4. Ask for help.
5. Make corrections quietly without argument or complaint.
6. Find a quiet activity to work on if you have finished and corrected your work.
7. Respect others. This includes no verbal or physical abuse and stealing.
8. Use appropriate language.
9. Respect the property of the school and others.
10. Respect yourself.

Potential behaviors that may result in loss of privileges or IEP/BIP review:

1. Fighting
2. Striking a staff member or peer
3. The use of, sale, or possession of drugs, alcohol or drug paraphernalia, or any illegal substance or facsimile
4. Theft
5. Cheating
6. Intimidation
7. Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property
8. Any behavior that endangers the student, his/her peers or staff member
9. Continual use of profane or sexually suggestive language in the school setting
10. Harassment of a student or staff member
11. Sustained lack of progress in the program

VISITING SCHOOL

Parent(s)/guardian(s) are always welcome as Learning Academy visitors. If you would like to visit, please contact the Student Services Principal to schedule a time. When visiting the Learning Academy, please help us to protect the privacy of all students and families. Do not disclose names, situations, or photographs of any other student to anyone outside the Learning Academy or on social media without written parent consent from each child involved. While we appreciate your interest in all of our students, please understand that we will be unable to answer any questions regarding other students. The Learning Academy administration reserves the right to deny visitation at any time to any party. Again, we ask that all visitors schedule times in advance of the proposed visit time and provide the purpose of the visit to the

Learning Academy administration. All visitors must follow the health guidelines put in place by ESU 7 while visiting our program.

ELECTRONIC DEVICES

Students are not to bring items to school that are not required for educational purposes or otherwise allowed by the teacher. These items include, but are not limited to tablets, laser pointers, and handheld games. These items pose a risk for theft and interference with the educational process. Personal devices (Ex. cell phones) will be locked in the students' locker each day. Access to those personal devices depends on where the student is in the Level System and the privileges they have access to within that system. When an item becomes a distraction to themselves or other students, the classroom teacher will remove the device and lock it in the office until the end of the school day. The device will be returned to the student at the end of the school day. If it becomes a regular disruption, the Student Services Principal will notify the parent and resident school district to address the problem in the BIP.

DIGNITY ROOM

Dignity rooms are used for a variety of reasons for students at the Learning Academy. These rooms can be used for students to take a break, use their calming strategies, work on school work with minimal distractions, read quietly, play a game with a partner, etc. The dignity rooms can also be used for students who need a safe place to regulate their emotions. Staff will always be present with students using the dignity rooms either within the room or directly outside the door where students can be observed through the window. Sometimes students need seclusion to help them calm down when they are in crisis and the dignity rooms are made to provide that space. Please see the section regarding seclusion for more details on page 27.

LEVEL SYSTEM

Level System

Students will have individualized advancement plans based on their grade and/or their behavioral needs.

Level 1

- Participating in class with peers
- Access to board and card games
- Access to sensory room
- Access to gym and gym equipment
- Access to technology for schoolwork
- To transition to level 2, students must meet their daily goal for 5 or 10 days (dependent on age or ability) which will be set by the team. Days do not have to be consecutive.
 - Students at Level 1 can also be placed on a Personalized Support Plan Level 1 (PSI). The targets and goals of this individualized plan must be met before the student can progress through the regular level one programming. A PSI program

may be necessary for students who need additional individualization to progress through the leveled program.

Level 2

- Technology privileges - at designated reward times, students can use technology for school-appropriate entertainment and games.
- Monday Clubs
- To transition to level 3, students must meet their daily goal for 5 or 10 days (dependent on age or ability) which will be set by the team.

Level 3

- Field trips (educational with Learning Academy staff here local and/or resident school district class activities)
- Friday Funday
- Choice seating at lunch
 - To transition to level 4, students must meet their daily goal for 5 or 10 days (dependent on age or ability) which will be set by the team. With the last 5 days being consecutive.

Level 4

- Traveling privileges - Students can use their tokens to purchase trips of their choice in the community (with Learning Academy staff - here local)
- Out-to-Eat Lunch - Students can use tokens to order lunch from a restaurant
- At level 4, students begin to work on additional expectations that will be present when they return to their home district. This includes; homework on a daily basis, additional coursework expected during the day, etc.
 - To transition to Natural, students must meet their daily goal for 5 or 10 days (dependent upon age or ability) which will be set by the team. With the last days being consecutive.
- Off Card/Natural. Students have to meet their behavior goals for 10 consecutive days and then the transition back to their home school may begin.
 - Student may no longer carry a data sheet
 - Student continues taking homework to and from school
 - Student participates in program and has access to privileges at all levels
 - Student earns tokens at a per-day rate rather than as a period-by-period reinforcer
 - Students successfully use their coping mechanisms on a consistent basis when they are confronted with a problem or frustration.
 - To begin the transition process back to their home school, students must meet academic and behavioral expectations for 10 consecutive days, then continue to meet those expectations during the transition process.

Transition

Learning Academy staff will work with the resident district to create an individualized plan to successfully transition the student back to the resident district.

Level 0

- When a student has demonstrated behaviors that would cause him/her to lose days or levels but has no days to lose, that student would be placed at level 0. Students will also be assigned to Level 0 by the program principal if they endanger the safety of, or harm others. Students at Level 0 work separately from peers. Students on Level 0 have no earning privileges, so they do not earn any credits in the token economy while at this level. Students on Level 0 do not get to eat with their peers.
- Students may earn their way off level 0 with a plan designed by the Student Services Principal.
- Examples of expectations
 - By meeting their individual behavior goals on their data sheet.
 - Compliance with specific tasks as assigned by the teacher/principal
 - Processing with staff and or peers involved
 - Meeting with the mental health practitioner
 - Completing restitution plan

Reasons for loss of days and levels (examples)

Disruptive Behavior that Requires Peers to Work Elsewhere, 1 day

Persistent Refusal to Participate in Program (1 hour of non-compliance), 1 day

Leaving an Area Without Permission, 1 day

Property Damage, 1 level

Endangering the safety of others, 0'd Out

Monday Clubs

Students at Level 2 or above will have the option of participating in on-site clubs on Monday afternoons. Students on Level 1 will have quiet study time. Clubs will be tailored to student interests (For example: art club, Lego club, Beyblade club, etc.)

Friday Funday

Students on Level 3 or higher will get to participate in an activity on Friday afternoon. The activity may vary. Staff will post the Friday activity at the beginning of each week. (Ex. Movies, dodgeball tournaments, activities in the community like bowling, YMCA, etc.)

Data Sheets

Each student participating in the program will have a data sheet to track their daily progress on their behavioral goals. The daily report will also be used to communicate with parents about the child's day. Students are expected to return the data sheet each day with a parent/guardian signature.

PERSONALIZED SUPPORT

Students who need more intense and individualized support than the leveled system can provide, will be provided additional personalized support. These personalized supports offer more individualized programming based on each student's needs. The student's Learning Academy and IEP team will create a more specific personalized support plan to implement into the student's Behavior Improvement Plans (BIP). Students will be required to meet a set of goals created by their team while receiving personalized support before moving over to using the leveled point system program described above.

PUPIL SUPPLIES

The Learning Academy will provide educational materials. Parents/Guardians will be notified of specific school supplies and/or personal items needed. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated. Parents/Guardians may need to supply batteries for your child's personal communication devices such as Dynovox and hearing aid batteries.

ANTI-BULLYING

[ESU 7 Policy, Article V, Section 6, C](#) (Reviewed June 2022)

It is the policy of ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

ESU 7 shall review [Article V, Section 6, C Anti-Bullying Policy](#) annually.

PHYSICAL ASSAULT

Physical assault will not be tolerated at the ESU 7 Learning Academy. Harassment of students, staff, or visitors by other students will not be tolerated at the Learning Academy. This policy is in effect while students are on the ESU 7 grounds, Learning Academy property, or on property within the jurisdiction of the Learning Academy; while attending or engaged in school activities; and while away from the Learning Academy if the misconduct directly affects the good order, efficient management, and welfare of the school. Such assaults may result in removal from the Learning Academy, an IEP review, or police reports with charges being filed. If a physical assault occurs, the Learning Academy will contact the parent.



The following steps may be followed:

1. Contact local law enforcement
2. Contact resident school district

WELLNESS

[ESU 7 Policy, Article V, Section 7, F](#) (Revised June 2022)

It is the policy of ESU 7 to provide curriculum, instruction, and experiences in a health-promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school setting other than within a school district served by ESU 7.

1. Goals to Promote Student Wellness

Learning Academy has established the following student wellness goals that are designed to promote student wellness in a manner that Learning Academy determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Special Education Director or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by Learning Academy for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows:

- (1) any lunch program offered by Learning Academy will meet or exceed the requirements of federal and state law and regulatory authorities, and
- (2) no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Learning Academy premises during the period of one-half hour prior to serving lunch and lasting until one-half hour after the serving of lunch. The ESU 7 Special Education Director or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU 7 Special Education Director or designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Special Education Director or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Learning Academy, it is understood that all students have an Individualized Education Plan (IEP), which will provide the basis for the Wellness Policy guidelines.



4. Development of Policy

Learning Academy assures that the development of the Wellness Policy involved the ESU Board, administrators, and staff.

ESU 7 shall review [Article V, Section 7, F Wellness Policy](#) annually.

HEALTH SERVICES

[Article V, Section 7, B Emergency Medical Aid](#) (Reviewed June 2022)

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed June 2022)

Many of the children in the Learning Academy are medically fragile (susceptible to illnesses that are minor for the majority of the population, but could become life-threatening for some of our students). It is extremely important to keep ill children home for the duration of the illness.

(Reference - Contagious and Infectious Disease/Condition Minimum Isolation Standards set by the Nebraska Department of Health and Human Services.)

Guidelines to keep children at home or to send them home:

- fever of 100 or more (axillary temperature (underneath armpit) of 99=100, rectal temperature of 101=100), and must stay below 100 for 24 hours before returning to school without the use of acetaminophen (Tylenol) or ibuprofen (Advil)
- questionable illness or injuries which may require evaluation by a physician
- undiagnosed rash/skin lesion
- inflamed red eyes and/or drainage
- earache and/or drainage from the ear
- sores that appear infected or are draining
- lethargy (extreme tiredness uncharacteristic of the child)
- extreme paleness uncharacteristic of the child
- any contagious disease such as chickenpox (contagious for one week through upper respiratory tract), influenza, cold symptoms with green or yellow nasal discharge, croupy or persistent cough, diagnosis of strep throat, conjunctivitis (pink eye), or any other illness that requires treatment with antibiotics, etc.
- nausea/vomiting (no vomiting for 24 hours before returning to school) infectious diarrhea (no yellowish or greenish liquid stools with a water ring surrounding it for 24 hours before returning to school)
- refusal to eat or drink the two previous meals
- complaints of headache or stomach ache that seems debilitating
- infestations such as scabies or head lice (not including nits only) excluded from school until treated

Students who are ill will be sent home at the discretion of the Student Services Principal. When a student needs to be sent home, Learning Academy will contact the resident district for transport or the student's parent/guardian.

Minor injuries will be treated by Learning Academy staff who have been trained in First Aid and CPR. As written and approved in ESU 7 policy, in the event that further medical attention is

deemed necessary, parents/guardians will be notified immediately. In the event a child needs immediate medical care, they will be transported to the nearest medical facility.

To help ensure the health and safety of our children, Educational Service Unit 7 personnel shall only administer medications to students when following directions specified in a medication policy. Learning Academy staff will follow ESU 7 policy when administering medications.

ESU 7 shall review [Article V, Section 7, E Emergency Medical Aid policy](#) annually.

ESU 7 shall review [Article V, Section 7, B Dispensing Medication policy](#) annually.

Educational Service Unit 7 Process for Administering Medications

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed June 2022)

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
 - a. Physician's Authorization A physician's signed, dated authorization including the name of the medication, dosage, administration route, time to be given, and reason the student is receiving the medication.
 - b. Caretaker's Authorization A caretaker's signed and dated authorization or permission to administer the medication during school. (Note- All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the ESU will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 - c. Original Packaging The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval, and route to be administered. If needed, the physician may be contacted for clarification.
2. Authorizations for Non-Prescription Medications Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
3. Renewal of Authorizations Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.
5. Storage Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light,

humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The ESU 7 staff shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

6. Receipt and Disposal of Medications Medication shall be delivered to ESU personnel and picked up by the parent or resident school district personnel when accompanied by a signed/dated permission to do so by the parent. When medication is received, the amount received should be documented. Medication that is either past the expiration date or not claimed by the parent a reasonable time following the student's departure from the ESU program shall be destroyed. Procedures for destroying medication shall include a witness and documentation.
7. Administration of Medication by ESU Personnel
 - a. Administration of Medication Administration of medication includes, but is not limited to the following items:
 - i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
 - ii. Recording medication provision; and
 - iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
 - b. Authorized ESU Personnel Administration of medication shall only be done by the following personnel:
 - i. =
 - ii. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the ESU for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves the responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring are to be done by a recipient with the capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
 - c. Routes of Medication Administered by ESU Personnel
 - i. Routine Medication via Oral, Inhalation, Topical, and Installation Routes medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
 1. Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays
 2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;

3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
 4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
- ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
 2. Directions for additional routes must be for recipient-specific procedures and must be in writing.
 3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
 4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
 5. ESU personnel administering the medication shall comply with the written directions.
- iii. Injections A medication-competent staff member will be trained to administer medications by injection administration. Students may be authorized to self-administer medication as hereafter provided.
- d. Refusal to Administer Medication The ESU may refuse to give medication if after reasonable and prudent research by an ESU or school health care professional a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, dosage, or the medication) with the parent or guardian and the physician.

ESU 7 shall review [Article V, Section 7, B Dispensing Medications policy](#) annually.

RESPONSE TO LIFE-THREATENING ANAPHYLAXIS

(Title 92, Chapter 59, Section 006)



A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

Emergency Protocol:

1. Summon designated trained, nonmedical staff to implement emergency protocol
2. Instruct someone to call 911
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer an IM EpiPenJr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds (In Nurses labeled cupboard in the office)
5. Follow with nebulized albuterol (premixed) while awaiting EMS. (Located in medical cupboard in the office)
6. Determine cause as quickly as possible
7. Monitor vital signs (pulse, respiration, etc.)
8. Administer CPR, if indicated until EMS arrives
9. Contact parents immediately and physician as soon as possible
10. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility
11. Notify ESU 7's Student Services Principal, Special Education Director, and student's district administration

The emergency EpiPens and nebulized albuterol can be accessed in the labeled cupboard in the office of each building.

As a parent, you have the right to refuse this emergency action. If you do not want our staff to follow this protocol or take this action during an emergency situation, you must provide a written statement of refusal for this emergency action.

SAFETY

Safety in the Learning Academy is a priority. In the event one of the following occurs, staff will respond as indicated:

- Student leaves campus without permission - staff will notify the police to assist.
- Physical aggression by a student - staff will use a separate room and/or physical restraint.
- Threats to harm self or others - staff will assess the seriousness of the threat and take appropriate steps to help ensure safety.
- Learning Academy emergency (intruder, fire, etc.) - staff will follow the emergency plan.

In all cases listed above, parents/guardians and the resident school district will be notified as soon as possible.

It is the goal of the Learning Academy staff and students to maintain safety at the Learning Academy. They may contact the local police department in safety-related situations requiring their assistance. Parents and the resident school district of the student involved will be notified when police involvement is necessary.

INTERNET SAFETY

[Article III, Section 7, G Internet Safety Policy](#) (Reviewed June 2022)

It is the policy of the ESU to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the ESU’s computer network, the ESU shall, (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

ESU 7 shall review [Article III, Section 7, G Internet Safety Policy](#) annually.

LEAVING THE GROUNDS

If a student chooses to leave ESU 7 grounds without permission, the ESU 7 personnel will use the following steps:

1. 911 will be called and the Student Services Principal notified. The school will provide them with a description of the student, time of departure, and general direction the student is traveling
2. Staff will try to intervene and encourage them to return to Learning Academy
3. Staff will follow them to keep the student visible
4. Parent/guardian will be notified
5. The resident school district will be notified
6. If a report is filed by the police, a copy will be provided to the parent.

WEAPONS

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any ESU 7 building, on ESU 7 grounds, in any vehicle owned, leased, or contracted by the ESU 7, being used for Learning Academy purpose, or in a vehicle being driven for a Learning Academy purpose by a Learning Academy employee or his or her designee, or at any Learning Academy sponsored activity or event is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, airgun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives having a blade of greater than two inches, any knife with a blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position.

The possession or use of any such weapon will require the proceedings for the immediate removal from the Learning Academy by the ESU 7 Administrator, Special Education Director, or Student Services Principal. Law enforcement officials, parents, and the resident school district will be called by the Administrator, Special Education Director, or Student Services Principal.

If a weapon is found or Learning Academy suspects concealment of a weapon the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents
3. Contact resident school district

USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at ESU 7 campus. Any student present on the campus or in any of the buildings who appears to have manufactured, distributed, dispensed, possessed, or used alcohol/drug/other controlled substances (or facsimile) by a Learning Academy staff member will be considered in violation of ESU 7 policy and will be sanctioned according to Nebraska State Statutes. Parents and any appropriate outside agencies will be contacted.

If there is a concern about alcohol/drug/other controlled substances use or an object or substance is found, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardian
3. Contact resident school district

POSSESSION OF TOBACCO

ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. Students who possess or use any of these products or a product defined as an alternative nicotine product on the ESU 7 campus or while transported will be reported to their resident school district and/or local law enforcement if deemed an appropriate action. ESU 7 follows all Nebraska Department of Education regulations applicable to the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form.

SEARCH AND SEIZURE

[Article V, Section 6. B, Search and Seizure](#) (Reviewed June 2022)

Student and student's possessions including, but not limited to, purses, and book bags may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law, ESU 7 Policy, or which could cause bodily harm or damage to property. The local law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such a search, may be grounds for discipline and local law enforcement may be contacted for follow-up.

If an object or substance is found the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents
3. Contact resident school district

ESU 7 shall review [Article V, Section 6, B Search and Seizure Policy](#) annually.

RESTRAINT AND SECLUSION

[Article V, Section 5. C, Restraint and Seclusion](#) - (Reviewed June 2022)

The use of physical restraint and/or seclusion of students by Learning Academy personnel should be used only as a last resort to maintain safety in emergency situations when there is a substantial risk of imminent bodily injury to the student and/or others. Any staff member may physically restrain and/or seclude a student without advance notice to the Student Services Principal when it is necessary for the protection of others or for self-defense. The Educational Service Unit 7 Board of Education and the administration of Learning Academy place emphasis on prevention and behavioral de-escalation which reduces the risk of injury and promotes the care, welfare, safety, and security for all members of the school community. The purpose of physical restraint and/or seclusion is to temporarily control the behavior of a student as a last resort in an emergency situation, to prevent immediate danger or serious bodily injury to the student or others in the environment.

Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touch of a student while conducting a physical escort or touching to provide instructional assistance is not a physical restraint for purposes of this guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Physical Restraint

- A. When Physical Restraint May be Used Physical restraint may be used in the following circumstances:
 - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act **unless** the student also demonstrates the ability, the intent, and the immediacy to carry out the threat.

- Destruction of or damage to property does not present a substantial risk of personal injury **unless** personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note- If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
- To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used in the following circumstances:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands-free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

C. Timeline Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

D. Training Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the ESU or by an external entity and shall include, but need not be limited to the following:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion

A. When Seclusion May be Used Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include the use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note- IEPs or Behavioral Plans should not provide for the use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

Documentation and Evaluation

- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Learning Academy record. The student's resident school district shall also maintain a copy of each such record. Each such record shall include
- The student's name;
 - The date of the incident;
 - The beginning and ending times of the incident;
 - A description of any relevant events leading up to the incident;
 - A description of any interventions used prior to the implementation of physical restraint or seclusion;
 - A description of the incident and/or student behavior that resulted in the implementation of physical restraint or seclusion;
 - A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
 - A description of any injuries (whether to students, staff, or others) or property damage;
 - A description of any planned approach to dealing with the student's behavior in the future;
 - A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
 - The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. ESU 7 Special Education Director or Director designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the ESU 7 Special Education Director or designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the ESU a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.

- The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s Learning Academy student record and provided to the ESU 7 Special Education Director or designee.

ESU 7 shall review [Article V, Section 5, C, Use of Restraint and Seclusion Policy](#) annually.

LAW ENFORCEMENT NOTIFICATION OF STUDENTS WITH A VERIFIED DISABILITY

[Article V, Section 5, D, Removal of Students and Interview of Students Policy](#)

(Reviewed June 2022)

Students enrolled in ESU 7 Learning Academy that are determined to be a threat to themselves, others, the property of the Learning Academy, or any surrounding properties to the Learning Academy will be reported to local law enforcement as required by Nebraska Statute 79-293. Law enforcement will be provided with all information that law enforcement officials request and require to enforce the law they are required to enforce as per their regulations. By reading and signing the handbook consent form, you are consenting to the “notification of disability disclosure” and “actual disclosure of this disability information” should local law enforcement be called in regard to your child that warrants local law enforcement being called to intervene as per Nebraska Statute 79-293.

ESU 7 shall review [Article V, Section 5, D - Removal of Students and Interviews of Students Policy](#) annually.

MANDATORY REPORTERS

[Article V, Section 5, A, Child Abuse and Neglect](#) *(Reviewed June 2022)*

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such incident to the appropriate law enforcement agency and/or Child Protective Services. This report shall be followed by a written report. Nebraska State Statute requires that any court order requesting records will be followed and records will be released.

ESU 7 shall review [Article V, Section 5, A, Child Abuse and Neglect Policy](#) annually.

NONDISCRIMINATION

ESU 7 and Learning Academy hereby give this statement of compliance and intend to comply with all state and federal laws prohibiting discrimination. ESU 7 and Learning Academy intend to take all necessary measures to assure compliance with all laws against any prohibited form of discrimination. ESU 7 and Learning Academy does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran



status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its programs and activities, and provides equal access to designated youth groups. Complaints or concerns involving discrimination for students, employees, and others should be addressed to Tami Clay, Special Education Director/Title IX Coordinator, 2563 44th Avenue, Columbus, NE 68601 (402) 564-0815 (tclay@esu7.org). [Title IX Policy of Non-Discrimination](#).

VIDEO SURVEILLANCE

ESU 7 uses video cameras to help provide for the safety and well-being of all students, faculty, staff, and visitors on school premises. The highest concern is providing a safe environment that encourages learning. The video surveillance equipment is intended to enhance security and safety in classrooms, hallways, lunch areas, activity centers, parking lot, and other common areas in and around ESU 7 where privacy is not expected.

REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

Not allowed on video conferencing

- Taking pictures of the group video call,
- Posting pictures of the group on social media platforms
- Recording the group video call by anyone not on staff with ESU 7.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

SCHOOL CALENDAR 2022-2023



Cen7ter & Learning Academy Calendar
August 2022 - July 2023
Staff Work Days 185
Student Days 170

 LA/7 Student Start	 LA/7 Student End
 LA/7 Inservice	 Unit Closed
 No Students	 LA/7 Closed

August 2022							23	/15	1
S	M	T	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						

September 2022							21	2	
S	M	T	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				

October 2022							21	3
S	M	T	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							

November ###							20	/19	4
S	M	T	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						

December 2022							15	5	
S	M	T	W	Th	F	Sa			
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18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

January 2023							21	6
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15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

February 2023							20	7	
S	M	T	W	Th	F	Sa			
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19	20	21	22	23	24	25			
26	27	28							

March 2023							23	/21	8
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19	20	21	22	23	24	25			
26	27	28	29	30	31				

April 2023							18	9
S	M	T	W	Th	F	Sa		
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23	24	25	26	27	28	29		
30								

May 2023							22	/14	10
S	M	T	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						

June 2023							22	11	
S	M	T	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				

July 2023							19	12
S	M	T	W	Th	F	Sa		
						1		
2	3	4	5	6	7	8		
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16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							





STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

2022 - 2023

After reading this document and meeting with the Learning Academy intake team, I understand and agree with the contents of the Educational Service Unit 7 Learning Academy Student/Parent Handbook.

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

Not allowed on video conferencing

- Taking pictures of the group video call,
- Posting pictures of the group on social media platforms
- Recording the group video call.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

As a parent or guardian, I understand that all those present in a group video call have the right to privacy of their identities as students of the programs in which they attend. Therefore, their identities will stay confidential within the group.

I understand that I need to keep identities of other students private and confidential, meaning I will not share the names of individuals with anyone outside of the group. I understand that it is my responsibility to make sure that my child also does not violate the confidentiality of other students within the group.

Student's printed name

Student's Signature

Date _____

Parent/Guardian Signature

Date _____

Student Services Principal or Designee Signature

Date _____





**STUDENT CONTACT INFORMATION
2022-2023**

Student Name _____ Gender _____ Birth Date _____

Parent/Guardian _____ Relation to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

When does the student live at this address? Please check

_____ All of the time _____ Some of the time due to visitations, Explain _____

Additional Parent/Guardian _____ Relation to student _____

If same as above, check here _____ (then skip to phone #)

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

When does the student live at this address? Please check

_____ All of the time _____ Some of the time due to visitations, Explain _____

Emergency Contact #1 _____ Relationship to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

Emergency Contact #2 _____ Relationship to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____





STUDENT MEDICAL INFORMATION

2022-2023

Please list all medications that this student takes

<u>Prescription Medication Name/Reason</u>	<u>Dosage</u>	<u>Time</u>	<u>*Given at School? (Circle)</u>
			Yes No

* Any medication given at school MUST be accompanied by a doctor's prescription and in the original bottle with an attached label from the pharmacy.

Diagnosis
Please check any conditions that pertain to your child Diabetes _____ Allergies _____ Asthma _____ Seizures _____ Other (<i>Specify Below</i>)
Other health concerns/special needs
List any allergies
Special dietary needs
Hearing problems
Vision problems



Child's Name:	
Speech problems	
Recent hospitalization	
Any other health concerns we should know about	
Physician Name	Phone
Counselor/Psychiatrist	Phone

Parent/Guardian please Initial each for Consent:

- _____ I give permission for trained Learning Academy staff to provide prescription medications(s) as listed above.
- _____ I agree to notify Learning Academy immediately with any changes in medication orders and provide a current physician order.
- _____ I give permission for trained staff to provide Tylenol or Ibuprofen (according to manufacturer dosage instructions, and provided by the parent in the original packaging) to this student for discomfort and verify that the student has taken these medications previously without problem.

Parent/Guardian Signature _____ Date _____

Authorization expires one year following the date signed.





**STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS
2022-2023**

In order to make sure that all members of the Learning Academy understand and agree to these rules of conduct, ESU 7 asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the ESU 7, and I understand and will abide by those guidelines and conditions for the use of the facilities of Learning Academy and access to the Internet. I further understand that any violation of the Learning Academy guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. Learning Academy disciplinary action and/or appropriate legal action will be taken.

Student's Name _____

Student's Signature _____ Date _____

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





**PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS
2022-2023**

In order to make sure that all members of the Learning Academy community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by ESU 7. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of these Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold ESU 7 responsible for materials acquired or sent via the network.

I agree not to hold ESU 7, any of its employees, or any institution providing network access to ESU 7 responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date _____

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





MEDIA PERMISSION FORM

2022-2023

Student _____

I give permission for my child to

- have his/her name and/or picture/video appear in any

Yes_____ **No**_____ Local newspaper, local magazine, or T.V. (news) story highlighting projects and events at the Learning Academy
Yes_____ **No**_____ ESU 7 owned Twitter, Facebook, Instagram, or other online media to highlight projects and events at the Learning Academy

- be video-recorded, photographed or digitally recorded for education purposes*

Yes_____ **No**_____

*Educational Purposes consist of use only at our site or the student's job sites and for student benefit (i.e. pictures of themselves on their locker spaces, photos of themselves in group pictures for students portfolios, videos of them performing a task for training, videos of a teacher instructing a lesson for the teacher and principal to reflect on instructional skills, video surveillance for safety purposes within our program, etc.)

Parent/Guardian Signature _____ Date _____





EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE

2022-2023

Student _____

I give permission for my child to

Yes _____ **No** _____ for the Learning Academy staff to consent for my child to receive treatment by emergency personnel, in the case of an emergency when I (the parent/guardian) can not be reached.

Yes _____ **No** _____ have personally identifiable information regarding the student's unique needs (disability, medication, etc.) shared with police or other emergency personnel in the event the child is taken into their Care.

Yes _____ **No** _____ have ESU 7 staff follow the emergency protocol for response to life-threatening or systemic allergic reactions (anaphylaxis) that is described in this handbook.

Parent/Guardian Signature _____ Date _____





PARTICIPATION IN ACTIVITIES

2022-2023

Student _____

I give permission for my child to

Yes_____ **No**_____ go on short trips to the library, park, bowling alley, grocery store, or various other local sites and participate in those activities that may be performed at those locations (ie. bowl, play on equipment, etc.) during the school day. Transportation will be either walking, ESU 7 owned vehicles, or by local transport companies.

Yes_____ **No**_____ go to various local businesses when they have earned a reward for going out to eat, special activities, special privileges (swimming at the Y, ordering lunch or a dessert from a restaurant, etc.) Transportation will be either walking, ESU 7 owned vehicles, or by local transport companies.

Parent/Guardian Signature _____ Date _____





MEDICATION DELIVERY INFORMATION FOR PARENTS

2022-2023

(Please fill out only if your child will be taking any medications at ESU 7)

Health care provider and parent permission is needed for all prescription medications that are used at school and school-sponsored activities.

- Parents/guardians are responsible for having medications delivered directly to the school in the original or pharmacy labeled container that will include the students name, healthcare provider's name, pharmacy name and phone number, name of medication, directions concerning dosage, special instructions if required, and date of prescription.
- If you are unable to deliver your child's medications when in need of a refill, you may authorize the bus driver/transportation staff to deliver medications to ESU 7.
- He or she will be responsible for safely transporting the medication/medications to ESU 7 and someone from our staff will collect what is sent and have the driver sign and date a medication delivery log. All medication/medications are counted in and locked in a secure storage unit. When your child needs a refill, someone will notify you via phone or text; please list your preference below.
- If there is a medication change you will need to obtain a physician order before we can administer the new medication. Your healthcare provider can make a copy and you can bring it to ESU 7 or they can fax it to 402-563-1121 Attention: Learning Academy Principal. The order must contain the name of the child, diagnosis or reason they are taking the medication, date of order, name of medication, dose, and duration of order. The duration cannot exceed the current school year. It must be signed and dated by the healthcare provider and include their phone number.
- If you plan on delivering your child's medication/medications, please notify an ESU 7 staff member so they can anticipate your arrival and have the appropriate paperwork ready.
- ESU 7 staff will be available for medication drop off through school hours Monday-Friday from 7:30 AM to 4:30 PM.

Please indicate your preference for medication delivery: (Mark any that may apply)

Yes _____ No _____ I will be delivering my child's medication/medications.

Yes _____ No _____ The bus driver/transportation staff will be delivering my child's medication/medications.

Parent/Guardian Signature _____ Date _____





PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

2022 - 2023

The undersigned is the parent or guardian responsible for the following student:

Student Name _____

If it is necessary that the student receives over-the-counter medications while attending the Learning Academy during the school day, the following procedure will be implemented:

1. The medication staff will administer non-medicinal interventions prior to the administration of medication. These are non-medicinal interventions that may include deep breathing to relax, hydration, snack, toileting, etc.
2. If it is determined that the student is in need of medication the parent or guardian will be notified prior to administration.
3. The medication approval or denial will be documented in the medication administration record.
4. If approved the designated medication staff will administer the medication as directed and send home a communication form detailing the reason the medication was given, time administered, etc.

Please remember that any medication that is listed on this form must be sent to school with the student in the original bottle. (We can NOT provide over the counter medication, it must be sent to us for your child's use).

Please make sure that the medication is not expired and will not expire within the school year. The medication(s) will be labeled, counted in, and documented on the medication administration record. They will be locked in a secure cabinet within the Learning Academy.

I hereby authorize the Learning Academy staff to administer the following over-the-counter medication/medications:

Signature of Parent/Guardian _____ Date _____

This form is valid for 1 year from the date of signature. If you have any questions please feel free to contact us. 402-564-0815 Ex. 1008





Employee Handbook Master

2022-2023

Table of Contents

General Information	4
General	4
Orientation	8
Mentoring*	8
Work Day	8
Payment of Salary	9
Early Closings	10
Break Times	10
Employment Benefits	10
Health Insurance	10
Life Insurance - All Employees	11
Long Term Disability - All Employees	11
Retirement - All Employees	11
Section 125 Cafeteria Plan - All Employees	11
Optional Benefits - All Employees at Employee Expense	11
Attendance and Leaves	11
Personal Leave	11
Sick Leave	11
Vacation Time	12
Bereavement	12
Short Term Leave	12
Professional	13
Job Description*	13
Classified Employee Contract	13
Professional Contract	13
Certificated Contract	14
Grant Employee Contract	14
Employee File	14
Professional Presence	14
Professional Boundaries Between Employees and Students	15
Face Masks	15
Copyrighted Materials	15
Drug-Free Workplace	15

Student Confidentiality	15
ESU 7 Email	16
Evaluation*	16
Exit Conference	16
Technology	16
General Procedures	16
Grievance Procedures	16
Sexual Harassment	16
Safety and Security	16
ESU 7 Commitment	16
Cameras	17
Door Locks	17
Alarms	17
Keys/Badge	17
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	18

Welcome to ESU 7

The purpose of this handbook is to help you in understanding your responsibility and benefits as an employee of ESU 7. Your assurance in understanding the contents of this handbook is not only a condition of initial employment, but also an annual expectation for you as an employee. Please contact your supervisor with any questions.

The information located in this Employee Handbook, although not Board Policy in itself, does refer to policies in some situations. ESU 7 Board Policies are approved by the ESU 7 Board periodically. You will find the official policies located in the ESU 7 Chief Administrator's office. A digital copy is available on the ESU 7 website. The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable ESU 7 policies, and state and federal statutes and regulations.

Our ESU 7 leads, supports, customizes, and innovates with and for 19 school districts in seven counties, 12,977 students, 1,012 teachers, 67 principals, and 19 superintendents. We offer many services to our ESU 7 community and encourage you all to learn more about them.

We walk behind our schools to keep them moving, beside them to help them stay focused and on track, and far enough in front of them to not only see where they are going, but to anticipate their needs.

Welcome to #7WeAreFamily

I. General Information

A. General

1. Non-Discrimination Expectation
[See Article V, Section 1, A Policy of Non-Discrimination Policy](#)
 - a) As an equal opportunity employer, Educational Service Unit 7 will not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), color, religion, national origin, sex, physical or mental disability, age, sexual orientation and gender identity, or any such related condition in the hiring, dismissal, or retention of ESU 7 employees provided that in the case of handicapping condition, the condition itself is not a limiting factor in the performance of the designed essential duties for the position involved.
 - b) Complaints or concerns involving discrimination for students, employees, and others should be addressed to Tami Clay, Special Education Director/Title IX Coordinator, 2563 44th Avenue, Columbus, NE 68601 (402) 564-0815 (tclay@esu7.org). [Title IX Policy of Non-Discrimination](#).
2. Two Year Calendar
 - a) The Board of Education approves a two-year calendar
 - b) Calendars are available online*
3. Vision:
To be a leader in innovative service delivery, ESU 7 prioritizes three areas: people, services, and efficiency
 - a) People: To be a family centered place to work where people are inspired to continue to grow
 - b) Services: Provide innovative services for school districts to meet current and anticipate future needs
 - c) Efficiency: Maximize our services by scaling them up to optimize outcomes
4. Mission:
The mission of ESU 7 is to provide leadership and support by delivering customized and innovative services.
5. Beliefs
 - a) We believe in...
 - (1) People first
 - (2) Leading with trust and reliability
 - (3) Customized and innovative services
 - (4) Best practice expertise
 - (5) Intentional data driven service planning
 - (6) Authentic collaboration
 - (7) Maximizing efficiencies
6. Board of Education Members
Richard Stephens, District 1
Gary Wieseler, District 2
Jennifer Miller, District 3
Richard Luebbe, District 4
Jack Young, District 5
Bob Arp, District 6

Dan Hoesly, District 7
Doug Pauley, District 8
Joyce Baumert, District 9
Marni Danhauer, District 10
Donald Ellison, District 11
Dawn Lindsley, District 12

7. Lines of Responsibility

a) Chain of Command - *Any employee with a conflict is encouraged to first talk with the person(s) with whom he/she is in conflict. If, after this conversation, the situation is not resolved, and there is a need for a third party, follow the chain of command outlined below.*

(1) General Chain of Command

- (a) Department Director/Coordinator
- (b) Administrator
- (c) Board of Directors

(2) On Matters involving Professional Development

- (a) Professional Development Coordinator
- (b) Professional Development Director
- (c) Administrator
- (d) Board of Directors

(3) On Matters Involving Special Education (non-Cen7ter/Learning Academy)

- (a) Special Education Coordinator
- (b) Special Education Director
- (c) Administrator
- (d) Board of Directors

(4) On Matters Involving Cen7ter

- (a) Teacher
- (b) Student Services Principal
- (c) Special Education Director
- (d) Administrator
- (e) Board of Directors

(5) On Matters Involving Learning Academy

- (a) Teacher
- (b) Student Services Principal
- (c) Special Education Director
- (d) Administrator
- (e) Board of Directors

(6) On Matters Involving Technology

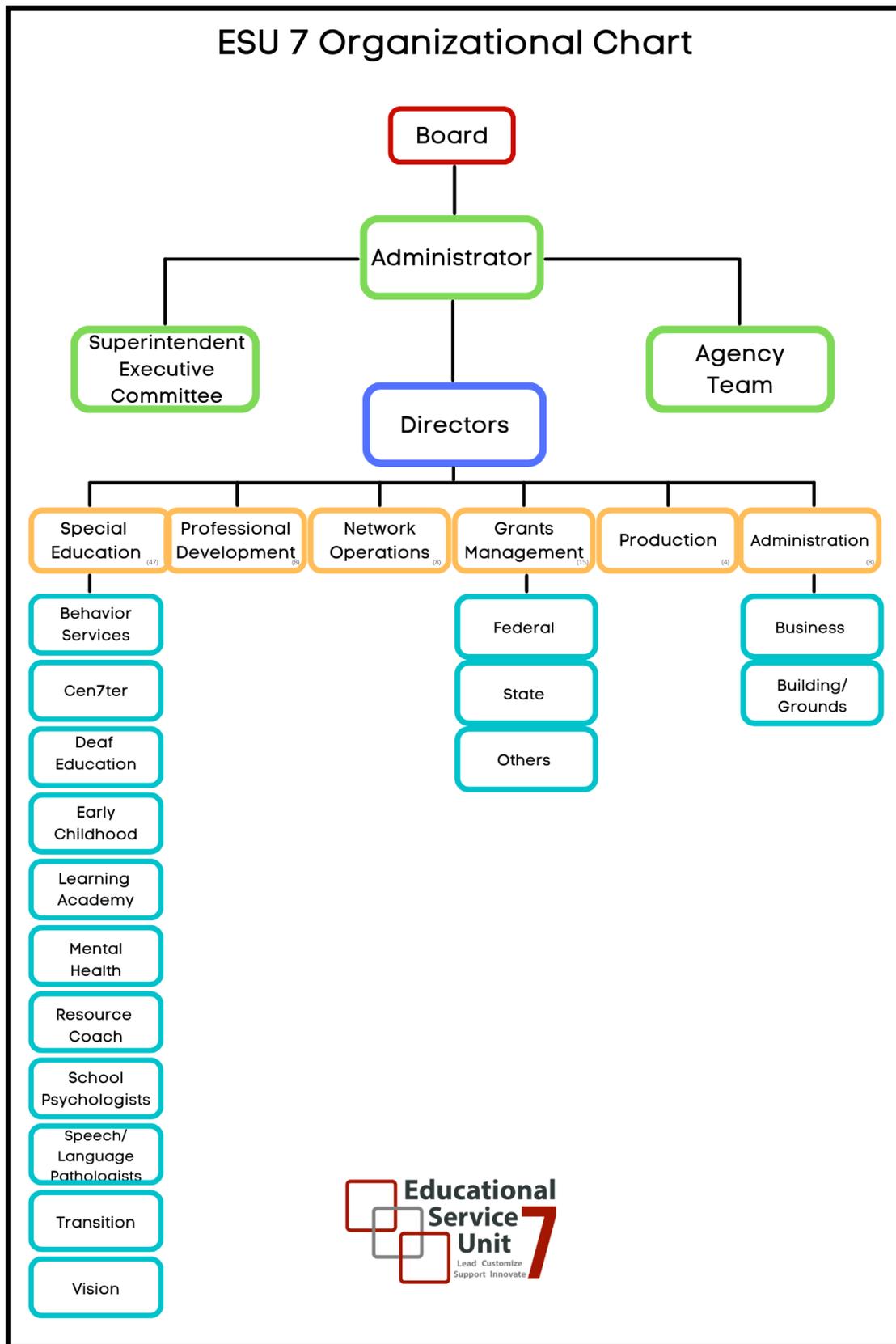
- (a) Network Operations Director
- (b) Administrator
- (c) Board of Directors

(7) On Matters Involving Facilities, Grounds, Vehicles

- (a) Custodian
- (b) Administrator
- (c) Board of Directors

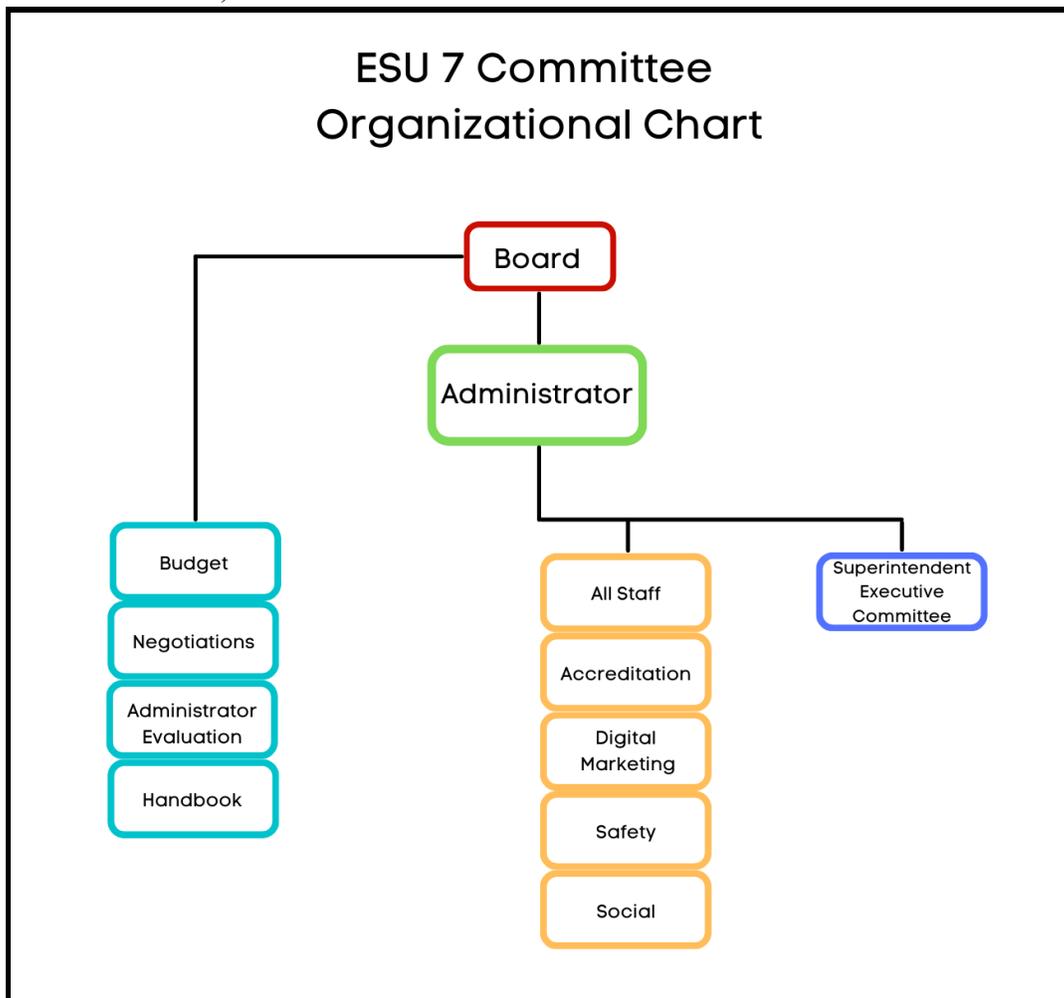
- (8) On Matters Involving Leadership
 - (a) Coordinator
 - (b) Director
 - (c) Administrator
 - (d) Board of Directors
- (9) On Matters Involving Production
 - (a) Production Coordinator
 - (b) Administrator
 - (c) Board of Directors

b) Organizational Chart



When a handbook item is denoted with an asterisk (), a companion document may be found in the appropriate ESU 7 Google Shared Drive.

c) Committee Chart



B. Orientation

1. Each newly hired employee will participate in orientation.
2. Orientation will provide the new employee basic procedures and information necessary to begin work.
3. Topics for orientation will be calibrated to the employee's position.

C. Mentoring*

1. Each newly hired permanent employee will be assigned a mentor.
2. The topics for Mentoring will be calibrated to the employees needs and suggestions.
3. Meeting times will be mutually agreed upon between mentee and mentor.

D. Work Day

See [Article IV, Section 8, A Fair Labor Standards Act Policy](#) (Minimum Wage & Overtime)

When a handbook item is denoted with an asterisk (), a companion document may be found in the appropriate ESU 7 Google Shared Drive.

1. Business Hours
 - a) ESU 7 business hours are set by the Administrator.
 - b) Offices open at 7:30 and close at 4:30
 - c) Some departments hours differ and are set by the Administrator
2. Time Cards
 - a) Employees whose job requires hourly tracking will use the electronic system for clocking in/out
 - b) Electronic time cards are approved by designated department supervisors
3. Work Week
 - a) The work week for overtime purposes shall be 12:00 a.m. Monday until 11:59 p.m. Sunday.
 - b) The Administrator may establish a different 7-day period workweek from time to time for specified employees or employee groups.
4. Overtime
 - a) Overtime will be paid to non-exempt employees as required by law; that is, when a non-exempt employee works more than 40 hours in a work week.
 - b) Compensatory pay in-lieu of overtime pay may be implemented in accordance with law.
 - c) A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.
5. Remote Work

See [*Remote Work Guidance and Expectations*](#)

 - a) Remote work locations are not guaranteed and may be utilized for a temporary time.
 - b) Department Directors and Supervisors have the final decision if an employee may work remotely.
 - c) ESU 7 staff members working remotely are, in general, held to the same expectations as when working in non-remote locations.

E. Payment of Salary

See [*Article IV, Section 10 Professional Employees Policies*](#)

See [*Article IV, Section 11 Classified Employees Policies*](#)

1. Professional/Certificated/Classified Exempt Employees/Classified (245 days)
 - a) Annual salary shall be paid in twelve equal payments in accordance with ESU 7's payment practices.
 - b) Each salary installment is payable on the 20th day of each month unless the 20th falls on a Saturday or Sunday, payment will be made the Friday before the 20th.
2. Classified Employees on contracts less than 245 days
 - a) The Party shall be paid their hourly rate for actual time worked.

- b) Compensation will be paid a month in arrears on the 20th day of the month unless the 20th falls on a Saturday or Sunday, payment will be made the Friday before the 20th.

F. Early Closings

1. ESU 7 will close two hours early on the last day of work preceding Thanksgiving, Christmas and July 4.
2. Weather Days
 - a) ESU 7 offices will close on snow days at the discretion of the Administrator or designee. [Link to Snow Days If-Then.](#)
 - b) Employees will be notified via the established emergency notification system, Twitter, 1011 News, or tune into KLIR 101.1 FM radio for an announcement.
 - c) If ESU 7 is open during inclement weather, employees, if unable to be at work, may take with supervisor approval, a vacation day, a personal day, a pay deduction, or make up the day. Please refer to Show Days IF-Then*.

G. Break Times

1. Non-certificated/classified employees are provided a paid 15 minute AM and PM break per four hours of work, plus a one hour unpaid lunch.
2. As a general rule, breaks should be taken away from your workstation or other workstations to ensure work is being completed while on work time.
3. Accrual, banking, or accumulating of unused break or lunchtime is not allowed.
4. Unused breaks/lunch time may not be taken by an employee to change employee's scheduled work start or stop times or used to lengthen the meal period.
5. Limit personal phone calls to break times and lunch hours as much as possible.

II. Employment Benefits

A. Health Insurance

See [Article IV, Section 1, D Employee Benefits Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
Full \$1,050/\$3,800 HSA Deductible Blue Cross/Blue Shield Single Policy \$9,334.56/or \$777.88/mo. (prorated to your FTE). The difference in premiums will go towards the employee's share of premium or to their HSA.
2. Professional 12 Month Employees - 225 Days
Full \$1,050/\$3,800 HSA Deductible Blue Cross/Blue Shield Single Policy \$9,334.56/or \$777.88/mo. (prorated to your FTE). The difference in premiums will go towards the employee's portion of premium or to their HSA.
3. Master Agreement 9 Month Employees - 185 Days
Full \$1,050/\$3,800 HSA Deductible Blue Cross/Blue Shield Single Policy \$9,334.56/or \$777.88/mo. (prorated to your FTE). The difference in

premiums will go towards the employee's portion of premium or to their HSA.

B. Life Insurance - All Employees

Life \$25,000.00 (must be at least .40 FTE)

C. Long Term Disability - All Employees

See [Article IV, Section 1, D Employee Benefits Policy](#)

1. Board Pays premium
2. Must be at least .50 FTE

D. Retirement - All Employees

1. 9.78%
2. Board matches 101%

E. Section 125 Cafeteria Plan - All Employees

See [Article IV, Section 1, D Employee Benefits Policy](#)

1. Medical Expenses, Insurance,
2. Dependent Care

F. Optional Benefits - All Employees at Employee Expense

1. AFLAC Insurance
2. Vision Insurance
3. Additional \$100,000 Life Insurance (available for spouse/ dependents)
4. Payroll deductions for 403b plans
5. Payroll deductions for HSA plans
6. Student loan forgiveness

III. Attendance and Leaves

A. Personal Leave

See [Article IV, Section 9, G Personal Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
 - a) 2 Days Personal
 - b) Prorated if working less than 245 days.
2. Professional 12 Month Employees - 225 Days
 - a) 2 Days Personal
 - b) Prorated if working less than a twelve month contract.
3. Master Agreement 9 Month Employees - 185 Days
 - a) 2 Days Personal
 - b) Prorated if working less than 1.0 FTE.

**When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESU 7 Google Shared Drive.*

B. Sick Leave

See [Article IV, Section 9, E Sick Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
 - a) 12 Days Sick Leave (1 day per month worked).
 - b) Prorated if working less than 245 days.
2. Professional 12 Month Employees - 225 Days
 - a) 12 Days Sick Leave (1 day per month worked).
 - b) Prorated if working less than a twelve month contract.
3. Master Agreement 9 Month Employees - 185 Days
 - a) 15 Days Sick Leave.
 - b) Prorated if working less than 1.0 FTE.

C. Vacation Time

See [Article IV, Section 9, J Vacation Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
 - a) 10 Days Vacation (15 days on 6th year of employment)
 - b) No vacation if working less than 245 days
2. Professional 12 Month Employees - 225 Days
No vacation
3. Master Agreement 9 Month Employees - 185 Days
No Vacation

D. Bereavement

See [Article IV, Section 9, F Bereavement Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
 - a) 3 Days Family Bereavement
 - b) 1 Day Friend Bereavement
2. Professional 12 Month Employees - 225 Days
 - a) 3 Days Family Bereavement
 - b) 1 Day Friend Bereavement
3. Master Agreement 9 Month Employees - 185 Days
 - a) 3 Days Family Bereavement
 - b) 1 Day Friend Bereavement

E. Short Term Leave

See [Article IV, Section 9, O Jury Duty Leave Policy](#)

See [Article IV, Section 9, P Subpoena to Testify Leave Policy](#)

See [Article IV, Section 9, M Military and Family Military Leave Policy](#)

1. Jury Duty
 - a) Employees who are called for jury duty will be granted a short-term leave with full pay for time needed.
 - b) Employees who receive notification of jury duty are to report this to their immediate supervisor.

- c) Any compensation for jury duty, excluding expenses, shall be forwarded to the ESU business office.
- 2. Subpoena to Testify
 - a) Employees who are subpoenaed for witness duty will be granted a leave with full pay for time needed.
 - b) Employees who receive a subpoena for witness duty are to report this to their immediate supervisor.
- 3. National Guard or Reserve Duty

Employees who are called to such duty are to notify their immediate supervisor.

F. Maternity Leave

See [Article IV, Section 9, H Maternity Leave Policy](#)

Leave for maternity reasons can be applied for under the guidelines set up for sick leave.

IV. Professional

A. Job Description*

See [Article IV, Section 2, A Staff Handbooks and Job Descriptions Policy](#)

- 1. Job descriptions are required for each position.
- 2. A new description or alterations in an existing position must be reviewed by the Department Supervisor and approved by the Administrator.

B. Classified Employee Contract

See [Article IV, Section 11, A Classified and Non Certificated Employees Defined Policy](#)

- 1. Definition
 - a) Classified employees are any employee or assignment which is not within the definition of professional employee.
 - b) Non-certificated employee, is a classified employee and means any employee who is not a teacher, nurse, or otherwise in a position or assignment which requires a certificate issued by the Commissioner of Education.
- 2. The applicant selected for and accepting a position must complete contract and payroll information with the administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator or designee and employee. New contracts will be given to classified employees within 60 days of the new contract year to be returned to the administrator or designee on a specified date to sign and return. Failure to return the contract by the designated date indicates refusal of the offered contract.

C. Professional Contract

See [Article IV, Section 10, A Professional Employees Defined Policy](#)

- 1. Definition

When a handbook item is denoted with an asterisk (), a companion document may be found in the appropriate ESU 7 Google Shared Drive.

Professional employees are those in a position or assignment which may or may not require a special service certificate issued by the Commissioner of Education. Professional employees shall not be extended continuing contract rights. Professional employees are by nature at will.

2. The applicant selected for and accepting a position must complete contract and payroll information with the Administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator or designee and employee. New contracts will be given to professional employees within 60 days of the new contract year to be returned to the Administrator or designee on a specified date to sign and return. Failure to return the contract by the designated date indicates refusal of the offered contract.

D. Certificated Contract

See [Article IV, Section 10, A Professional Employees Defined Policy](#)

1. Definition

Certificated employees means any teacher or other employee in a position or assignment which requires a certificate issued by the Commissioner of Education. Certificated employees as defined shall be extended continuing contract rights.

2. The applicant selected for and accepting a position must complete contract and payroll information with the Administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator/designee and employee. Certificated employee contracts in good standing, those covered by the ESU Special Education Negotiated Agreement, automatically roll over to the following year after 11:59 pm, April 15.

E. Grant Employee Contract

1. Definition

Grant employees are those in a position or assignment which may or may not require a special service certificate issued by the Commissioner of Education. Grant employees shall not be extended continuing contract rights. Professional employees are by nature at will.

2. The applicant selected for and accepting a position must complete contract and payroll information with the Administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator/designee and employee. New contracts will be given to grant employees within 60 days of the new contract year to be returned to the Administrator or designee on a specified date to sign and return. Failure to return the contract by the designated date indicates refusal of the offered contract. Grant Employee Contracts are contingent upon grant funding.

F. Employee File

See [Article IV, Section 7, A Employee Files Policy](#)

1. The personnel file for each employee will be kept and maintained by the Administrator or designee.

2. The administration shall protect the confidentiality of personal information in records regarding personnel beyond salaries and routine directory information.
3. Employee files may contain job application materials, contracts, evaluations, and other supporting documents.
4. Information regarding an employee's medical condition or history is maintained in a separate medical file in the same office and treated as confidential.
5. Employees may request to view the contents of their folder with Administrator or designee present, but may not take the contents out of the folder and off ESU 7 grounds.
6. Employees may make a copy of the contents with the Administrator or designee present.

G. Professional Presence

1. ESU 7 personnel are expected to dress in a professional manner and in good taste as well as maintaining good hygiene.
2. Useful expectation is to dress one level above the audience.

H. Professional Boundaries Between Employees and Students

See [*Article IV, Section 5, E Professional Boundaries Between Employees and Students Policy*](#)

1. All employees are expected to observe and maintain professional boundaries between themselves and students.
2. The non-exclusive list of actions in Article IV, Section 5, E will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student.
3. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action up to or including termination.
4. A violation of the Professional Boundaries Between Employees and Students Policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

I. Face Masks

All staff will be required to, at a minimum, follow the mask guidelines defined in ESU 7 Return to Services/School Plan.

J. Copyrighted Materials

See [*Article IV, Section 5, H Copyright Policy*](#)

1. ESU 7 encourages its employees to be creative, innovative and to engage in continuous learning and advancement. These aims are intended to contribute towards each employee's professional development, enhance ESU 7's reputation and image among its constituents, and improve student learning.
2. The ESU Board owns all covered work and any other intellectual property interest created by ESU employees in their capacity as an ESU employee or created with any ESU-sponsored resources. Employees shall have no claim to any ownership rights in such works and shall take whatever steps necessary to comply with this policy.

K. Mother's Room

Identified areas are posted in the North Building, South Building, and Learning Academy.

L. Drug-Free Workplace

See [Article III, Section 7, B Tobacco Policy](#)

See [Article IV, Section 5, A Drug-Free Workplace Policy](#)

1. The ESU 7 workplace includes all ESU property, ESU-utilized vehicles, any place in which ESU employees perform duties, and any place in which ESU activities are held. This includes all ESU 7 buildings, parking lot, and contiguous grass/rock areas.
2. ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form.

M. Student Confidentiality

See [Article III, Section 9, B Student Records Policy](#)

See [Article V, Section 5, A Child Abuse and Neglect Policy](#)

Employees are to maintain confidentiality of information concerning employees, students, and parents within all districts served.

N. ESU 7 Email

See [Article III, Section 7, G Internet Safety Policy](#)

See [Article IV, Section 5, D Civility Policy](#)

ESU 7 email account shall be used for all ESU 7 business and correspondence.

O. Evaluation*

See [Article IV, Section 10, G Evaluations Policy](#)

1. Every permanent certificated, professional, and director is evaluated following the established timelines.
 - a) New employees are evaluated two times a year for the first three years.
 - b) Formal evaluations after year three occur every two years
2. Classified/Non-Certificated Employees
Formal evaluations are generally completed one time a year

P. Exit Conference

All employees leaving Educational Service Unit 7 are offered an exit conference with the Administrator or designee.

V. Technology

See [Article III, Section 7, G Internet Safety Policy](#)

- A. ESU 7 monitors all technology and internet activity
- B. ESU 7 employees will be issued appropriate technology devices as job duties require

VI. General Procedures

A. Grievance Procedures

See [Article III, Section 10, B Complaints or Concerns of Employees Policy](#)

ESU 7 has a procedure for filing a grievance, either Section 504 related or employment related.

B. Sexual Harassment

See [Article III, Section 10, B Complaints or Concerns of Employees Policy](#)

1. Sexual harassment is prohibited on any work premises where ESU 7 has total control of the premises or can otherwise lawfully exert its jurisdiction.
2. Reports of sexual harassment are to be made using the established chain of command using the process described in Article III, Section 10, B. Complaints or Concerns of Employees.

VII. Safety and Security

See [Article IV, Section 6, A Safety Policy](#)

A. ESU 7 Commitment

1. ESU 7 is committed to providing and maintaining a safe and healthy work environment. The administration makes the safety of employees an integral part of the management function.
2. 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.

B. Cameras

[Article III, Section 7, I Recording of Others Policy](#)

1. Cameras are located throughout the exterior of the ESU 7 campus and in some locations where student instruction occurs.
2. Video surveillance is in place to protect the ESU 7 property from theft, protect employees from false accusations, and protect students from the same.
3. Videos are used for educational purposes when reflection or redirection is necessary.

C. Door Locks

1. All exterior doors with access to the ESU 7 buildings are locked at all times. Doors are accessible with ESU 7 issued key cards based on job responsibilities. Any employees without key cards may request access by buzzing in.
2. The Warehouse doors are locked at all times.

D. Alarms

1. Security alarms are armed in each building at the end of the work day and on weekends.
2. Alarm codes are distributed to designated personnel only.

E. Keys/Badge

1. Each employee of ESU 7 is issued a photo name badge.
2. Wear the name badge on a daily basis.
3. Keys/name badges with key capability will be issued to designated employees only.

VIII. Transportation

[Article V, Section 10, B Safe Driving Standard for Drivers](#)

- A. Each employee responsible for pupil transportation will complete the necessary training.
- B. Each person who drives students in an ESU 7 pupil transportation vehicle shall adhere to safe driving standards as described in ESU 7 policy.
- C. Each person who drives an ESU 7 vehicle for purposes other than pupil transportation shall adhere to safe driving standards as described in ESU 7 policy.

ESU 7

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

2022-2023

After reading this document, I understand the contents of the Educational Service Unit 7 Employee Handbook.

Employee Signature _____ Date _____

**This signature page is only necessary when the employee is new to ESU 7. Each year after, the handbook is acknowledged via the annual affirmations process.*



ESU 7 Goals

Board of Directors

- Goal 1: By July 2024 the ESU 7 board will create, roll out, and operationalize a formalized process for board recruitment, onboarding, mentoring, and boardsmanship.
 - Pre-Post engagement survey
 - Pre-Post process survey
- Goal 2: By July 2024 the ESU 7 board will attend at least two professional/personal learning events annually.
 - Pre-Post data
- Goal 3: By July 2024 the ESU 7 board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured.
 - Pre-Post data
- Goal 4: By July 2024 the ESU 7 board will create, roll out, and operationalize communication materials detailing tailored services and outcomes.
 - Pre-Post data

Administrator

- Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.
- Goal 2: Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.
- Goal 3: Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.
- Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.

Directors

- Goal 1: By July 31, 2022, Directors will identify different methods of measurement and visualization of key data points on service performance and service selection.

Agency Team

- Goal 1: By May 20, 2022, Agency Team will coordinate the implementation of agency wide processes by documenting progress on all topics
- Goal 2: In order to meet our vision, Agency Team will develop processes to enable staff to provide innovative services and to grow as professionals.



Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties

Departments

- Administration: By July 31, 2022 ESU 7 will fully implement a document management system across departments.
- Cen7ter: Cen7ter staff will increase their team mentality and get to know each other better by implementing a team building exercise at least once per month in order to collaborate more effectively.
- Early Childhood: By May 2022, Early Childhood team will develop and clarify roles, responsibilities and expectations amongst service providers from different agencies or districts.
- Grants: By May 2022, the Grants Department will have a document prepared to be disseminated to districts (Google Doc & Hardcopy) which outlines services and resources available.
- Learning Academy: By May 2022, Learning Academy staff will learn how to navigate and implement Acellus to effectively support our students in progressing academically as evidenced by student progress and grades.
- Mental Health: By May 2022, the Mental Health Department will formalize a belief system and solidify service delivery across districts utilizing consistent protocols.
- Migrant: By the end of the 21-22 MEP performance period, we will increase the communication, engagement, and participation among migrant families and students.
- Network Operations: During the 21-22 school year, the Technology Department will work toward equalizing technology knowledge and abilities among team members.
- Production: By July 2022, ensure that every staff member is trained and proficient in every area of the department.
- Professional Development: By May 2022, we will develop and implement a process to maximize and optimize our service planning and delivery.
- Psychology: By May of 2022, members of our department will intentionally select, participate in, and apply professional development learning to meet the needs of our districts.
- Speech: By May 20, 2022, the Speech Department will share a presentation with current districts and ESU 7 Administrators about the roles and responsibilities of Speech Language Pathologists in schools.
- Vision: By May 2022, the Vision Team will explore ways to efficiently serve districts, families and students with visual impairments in underserved areas of the state, in addition to students in the ESU 7 area as measured by number of students served.

Component 1: Relations with the Board

- Administrator Board Report: March, April, and May
- Policy reviews:
 - Article I, Section 2, A [Board's Name and Role](#)
 - Article I, Section 3, A [Election Districts](#)
 - Article I, Section 6, A [Concept of Administration](#)
 - Article I, Section 6, B [Administrator](#)
 - Article I, Section 6, C [Duty and Function of the Administrator](#)
 - Article I, Section 6, D [Line of Responsibility](#).
 - Article I, Section 7, A [Consultants](#)
 - Article I, Section 7, B [Legal Counsel](#)
 - Article II, Section 1, A [Location of Meetings](#)
 - Article II, Section 2, A [Regular Meetings](#)
 - Article II, Section 3, A [Annual Organizational Meeting](#)
 - Article II, Section 4, A [Special Meetings](#)
 - Article II, Section 5, A [Emergency Meetings](#)
 - Article II, Section 6, A [Notice to Public](#)
 - Article II, Section 6, B [Notice of Budget Meeting](#)
 - Article II, Section 6, C [Yearly Activities](#)
 - Article II, Section 9, F [Public Comment](#)
 - Article III, Section 1, D [Requests, Cost, and Payment](#)
 - Article III, Section 1, F [Special Education Cooperative](#)
 - Article III, Section 4, F [Internal Controls](#)
 - Article III, Section 5, D [Construction Projects](#)
- ESUCC Updates to Board: March, April, and May
- Committee Meetings
 - Negotiations: March
 - Joint Negotiations and Budget: March
 - Budget: May
 - Handbook: May
- Email Communication: Legislative updates, Board packets, NASB Board, and DYKs
- Monthly Meeting with the Board President: March, April, and May
- Monthly Meeting with the Board Vice President: March and April
- Board Members that utilize Health Insurance: Dan Hoesly and Jack Young utilize Dental
- Board Recognition Dinner: April

Administrator Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.

Administrator Goal 2: Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.



Component 2: Community Relationships

- Attend and Participate in ESUCC/NDE Collaborative Planning Meetings: Ongoing
- Meetings with ESU 5 and ESU 13 regarding Board Member Orientation Process
- Participate in the Drive for Five Committee Meetings: April and May
- Region III Community Connect Award for 2021-2022
- Partnership Opportunities since January 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2x/wk, East Central District Health Department with Superintendents 2-4x/month, Central District Health Department with Merrick Foundation and Superintendents Updates 2-4x/month, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 2-3/month, Agency Team 1/month, and Communications Campaign.
- Participation on a Dissertation Defense Committee
- ESU 7 Overview Program for the Columbus Noon Lion's Club in May

Board Goal 3: By July 2024, the ESU 7 Board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured.

Board Goal 4: By July 2024, the ESU 7 Board will create, roll out, and operationalize communication materials detailing tailored services and outcomes.

Administrator Goal 3: Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.

Administrator Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.

Cen7ter Goal: Cen7ter staff will increase their team mentality and get to know each other better by implementing a team building exercise at least once per month in order to collaborate more effectively.



Component 3: Staff and Personnel Relationships

- Agency Team meetings: April and May
- Committee Meetings: All Staff, Digital Marketing, and Powerschool
- All Staff Meeting: May
 - Ice Cream at the May All Staff Meeting
- Director Meetings: Twice per month in April, May, and June
- Ongoing Staff Evaluation and Goal Setting
- Production Department Transition: Ongoing
- Did You Knows: April and May
- Personnel Wellness Days: Tailgate Fun in March and Chair Massages in April
- Board Recognition Dinner in April

Agency Team Goal 1: By May 20, 2022, Agency Team will coordinate the implementation of agency wide processes by documenting progress on all topics.

Agency Team Goal 2: In order to meet our vision, Agency Team will develop processes to enable staff to provide innovative services and to grow as professionals.

Administration Goal: By July 31, 2022 ESU 7 will fully implement a document management system across departments.

Early Childhood Goal: By May 2022, the Early Childhood team will develop and clarify roles, responsibilities, and expectations amongst service providers from different agencies or districts.

Grants Goal: By May 2022, the Grants Department will have a document prepared to be disseminated to districts (Google Doc & Hardcopy) which outlines services and resources available.

Mental Health Goal: By May 2022, the Mental Health Department will formalize a belief system and solidify service delivery across districts utilizing consistent protocols.

Migrant Goal: By the end of the 21-22 MEP performance period, we will increase the communication, engagement, and participation among migrant families and students.

Network Ops Goal: During the 21-22 school year, the Technology Department will work toward equalizing technology knowledge and abilities among team members.

Production Goal: By July 2022, ensure that every staff member is trained and proficient in every area of the department.

Professional Development Goal: By May 2022, we will develop and implement a process to maximize and optimize our service planning and delivery.

Psychology Goal: By May of 2022, members of our department will intentionally select, participate in, and apply professional development learning to meet the needs of our districts.

Speech Goal: By May 20, 2022, the Speech Department will share a presentation with current districts and ESU 7 Administrators about the role and responsibilities of Speech Language Pathologists in schools.

Vision Goal: By May 2022, the Vision Team will explore ways to efficiently serve districts, families and students with visual impairments in underserved areas of the state, in addition to students in the ESU 7 area as measured by number of students served.



Component 4: Educational Leadership



- Superintendent Dinner in May
- Spring Superintendent Visits Completed in April
- 2nd Annual ESU 7 Administrators Golf Tournament in June
- SIMPL training and ongoing correspondence all ESUs with monthly Meetings
- Meetings with Lakeview and Columbus Public School Leadership: Monthly
- Agency Team Meetings: April and May
- Director Meetings: Twice per month in April, May, and June
- Software development meetings for SIMPL: ESU 10 Partnership Ongoing Bi-Weekly
- Chair of ESUCC Special Populations Committee and a member of PD and Executive Committees
- NNNC meetings: Monthly
- NRCSA Legislative Committee: March, April,
- Region III Meeting: March
- Participated in Nebraska ELLC Meetings: April and May
- Participated in Statewide Teacher and Principal Support Conversations
- Member of NRCSA (Nebraska Rural Council of School Administrators) Legislative Committee
- Member of Commissioner's Advisory Group
- Member of Nebraska Schoolmasters Club
- Member of DLRT (Diverse and Learner Ready Teachers) Initiative
- Stakeholder for Nebraska Teacher and Principal Performance Standards
- Co-Facilitate Goal Setting and Data Analysis for High Plains Community Schools Board
- Coordinate ESSA Designations Conversation with ESU 7 Executive Committee and NDE
- Attend and facilitate Joint Bold Step Committee Meetings (Monthly)
- Assisting Superintendent of East Butler Public Schools, Michael Eldridge, on improving their evaluation process
- Elected as Superintendent Region III President Elect Elect
- Participation on a Dissertation Defense Committee
- Partnership Opportunities since January 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2x/wk, East Central District Health Department with Superintendents 2-4x/month, Central District Health Department with Merrick Foundation and Superintendents Updates 2-4x/month, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 2-3/month, Agency Team 1/month, and Communications Campaign.

Board Goal 2: By July 2024, the ESU 7 Board will attend at least two professional/personal learning events annually.

Administrator Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.

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Learning Academy Goal: By May 2022, Learning Academy staff will learn how to navigate and implement Acellus to effectively support our students in progressing academically as evidenced by student progress and grades.

Component 5: Business and Finance

- Sign/Inspect Monthly Bills
- Budget Maintenance with Agency Team: Monthly
- Accounts Payable work and examination: Monthly
- Revenue flow status work
- Budget Development work with business manager and Directors: Monthly

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Component 7: Professional Growth

- ESUCC Committees and ESUCC/Board Meetings: April and May
- NNNC Tech Budgeting Discussions: Monthly
- Books Read: 100+ Leaders

Director Goal: By July 31, 2022, Directors will identify different methods of measurement and visualization of key data points on service performance and service selection.

Vision, Mission, Beliefs

Vision:

To be a leader in innovative service delivery, ESU 7 prioritizes three areas: people, services, and efficiency.

- People: To be a family centered place to work where people are inspired to continue to grow.
- Services: Provide innovative services for school districts to meet current and anticipate future needs.
- Efficiency: Maximize our services by scaling them up to optimize outcomes.

Mission:

- The mission of ESU 7 is to provide leadership and support by delivering customized and innovative services.

Beliefs:

We believe in...

- People first
- Leading with trust and reliability
- Customized and innovative services
- Best practice expertise
- Intentional data driven service planning
- Authentic collaboration
- Maximizing efficiencies

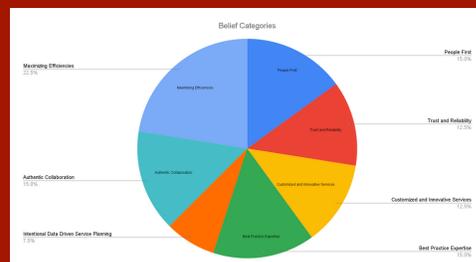
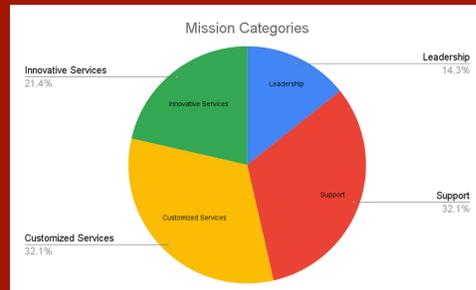
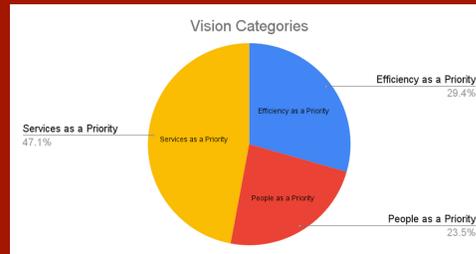
Component 6: Professional/Personal Qualities

- Interactions with ESU staff, school staff, school leadership, and Board
- Monthly Meetings with Coordinators/Directors (Marci, Tami, Dan, Cynthia)
- Monthly Meetings with Support Staff (Linda and Mindy)
- Growth and planning meetings with Production as needed
- Daily Secretary Meetings

Significant Agency Initiatives:

Significant improvements, additions, initiatives in the current Agency Improvement Cycle (since 2014)

- Clarified the Organizational Structure
- Solidified a people first, family matters culture
- Operationalized growth centered evaluation system, agency wide.
- Completed a strategic plan
- Revised the vision, mission, and belief statements
- Began utilizing online hiring software to bring our systems up to date
- Developed and deployed ESU database
- Strengthened SIMPL across every department in the ESU 7



Goals

Board of Directors

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Goal Progress

Board of Directors

- Goal 1: Board has been updated on Administrator's progress. Product to review is under construction.
- Goal 2: Beginning 2/14/2022, board agenda item containing upcoming events includes badging indicating events and/or agendas supporting ESU 7's vision, mission, and/or beliefs.
- Goal 3: A document containing the dates of school district board meetings was provided at the 2/14/2022 board meeting. Scheduling of the visits will begin after the April board meeting.
- Goal 4: Administrator presented first draft of document to share with the school boards and was provided feedback to enhance the clarity of the data. Administrator will make the changes and bring it back to the ESU 7 board for further feedback.

Administrator

- Goal 1: Administrator has researched onboarding for board members using Hanover Research, national research database. She has made inquiries to the Association of Educational Service Agencies and other ESUs in Nebraska. She has initiated to development of an ESUCC committee to continue research and development.
- Goal 2: Administrator has developed a 'badging' system to identify when the vision, mission, or beliefs are supported by board learning opportunities. When agendas are made available, badges are placed next to the agenda items corresponding with the vision, mission, and/or belief statements. This practice began 2/14/2022.
- Goal 3: Administrative staff have collected the dates each school district has their board meetings.
- Goal 4: Visual graphic was provided to the board on 2/14/2022 visualizing data to present to the school boards and asked for feedback from the ESU 7 Board. Administrator will make revisions suggested and will bring back to the board for additional feedback.

Stakeholder Satisfaction

2.5

Agency Team Leadership Inventory

2.73

Services Available

62

Services Accessed

59

0=Unsatisfactory

1=Basic

2=Proficient

3=Distinguished