

Board of Education Regular Meeting
Monday, August 12, 2024 6:00 PM Mountain
Dundy County Stratton High School
400 9th Avenue West
Benkelman, Nebraska 69021

1. Opening Procedures

Procedural Item

1.A. Call to order

Action Item

1.B. Roll Call

Action Item

1.C. Pledge of Allegiance

Procedural Item

2. Open meetings law

Action Item

1. The Board of Education reserves the right to enter into Closed/Executive Session for 1) the protection of public interest or 2) the prevention of needless injury to the reputation of an individual, and the individual has not requested a public meeting. When making a motion to enter into Closed/Executive Session, the member making such a request should be as specific as possible keeping the previously listed stipulation in consideration.
2. If the Board is in agreement, a motion maybe to enter into Closed/Executive Session to 1) discuss a personnel matter, or 2) for the prevention of needless injury to the reputation of the individual, or 3) to discuss litigation and for the protection of the public interest.
3. Action concerning matters discussed in Closed/Executive Session will be acted upon in open session

3. Awards and Recognitions

Action Item

4. Public comment

Information Item

Welcome to the Dundy County Stratton Public Schools Board of Education Meeting. The Board welcomes citizens to attend board meetings to become acquainted

with the programs and operations of the district. Members of the public are also encouraged to share their ideas and opinions with the Board during the agenda item labeled “Public Items”. Comments or questions from the audience at any other time during the meeting except for the agenda item “Public Items” will out of necessity be declared out of order.

The Nebraska Open Meetings Act prevents the board from speaking to a matter that is not on the agenda. Please understand that the board may be unable to address your issue during the meeting. It is not permissible for the board to comment on items not listed for the protection of the public’s right to know and participate in the discussion of items that do come before the board and stated appropriately in the meeting agenda.

During this agenda item “Public Items” we ask that you abide by the following rules:

Public Comment Protocol and Procedures

4. Anyone wishing to speak to the board on specific agenda items or on other topics relevant to board business must complete a Public Comment Request Card and submit it to the Board President prior to the opening of the meeting. The public will only be recognized and their comments heard at Item “Public Items” on the board agenda. The total time allotted for the public comment will not exceed thirty minutes and each member of the public will be allotted not more than five minutes to address the Board. If a group wishes to speak, please designate one spokesperson for the group.
5. Please state your name and the topic you are addressing before you begin.
6. Speakers are asked to direct their questions and comments to the chair. A member of the Board of Education or the Superintendent may direct clarifying questions to the chair, but the board will not under any circumstance enter into a debate with any the member of the public.
7. Speakers may offer objective criticism of district operations and programs, but the Board would encourage members of the public to address complaints concerning individual district personnel through the proper chain of command. The chair may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the board meeting.
8. Please remember that is a public meeting for the conduct of business of the Dundy County Stratton Public School District. Offensive language, personal attacks and hostile conduct will not be tolerated. You should further be advised that there is no legal protection for any comments that are made.
9. As stated in **NEB. REV. STAT. § 79-570 Class I, II, III, IV, or VI school district; president; meetings; maintenance of order.**

If any district meeting of a Class I, II, III, IV, or VI school district any person conducts himself or herself in a disorderly manner and persists in such conduct after notice by the

president or person presiding, the president or person presiding may order such person to withdraw from the meeting and, if the person refuses, may order any person or persons to take such person into custody until the meeting is adjourned.

10. As stated in **NEB. REV. STAT. § 79-571 Class I, II, III, IV, or VI school district; meetings; disorderly conduct; penalty.**

Any person who refuses to withdraw from such meeting on being so ordered as provided in section 79-570 or who willfully disturbs such meeting shall be guilty of a Class V misdemeanor.

5. **Reports**

Action Item

5.A. Technology report

Information Item

5.B. Elementary principal report

Information Item

Dundy County Stratton Elementary School Principal's Report – August 2024

Introduction

August has been a month of significant changes and preparations as we gear up for the new school year. We are excited to welcome many new faces and implement new schedules that aim to enhance our educational environment.

Staff Updates

We are pleased to announce several new paraprofessionals, Sarah Nix, Emily Weishapl, Shaylee Davis and Kimberlee Cole, who have joined our team this month. Their enthusiasm and fresh perspectives are already making a positive impact. However, we are still in search of additional paraprofessionals for our Special Education program. If anyone knows of qualified candidates, please refer them to our school.

In the meantime, we are grateful to Melissa Jacobitz, who has generously agreed to serve as the Long-Term Substitute for our Elementary and High School Music and Band programs until Mr. Venzon arrives. Melissa's dedication and expertise are much appreciated as we transition into the new academic year.

Preschool Schedule Update

Our Preschool program has a revised schedule to better meet the needs of our students. The new schedule is as follows:

- **4/5-Year-Old Class:** Monday and Wednesday from 8:00 AM to 1:00 PM; Friday from 8:00 AM to 2:30 PM.
- **3-Year-Old Class:** Tuesday and Thursday from 8:00 AM to 12:00 PM.

We believe this updated schedule will provide a more structured and effective learning experience for our preschoolers. We are currently working with Mr. Castillo on bus routes for these new students.

Kindergarten update:

Within the recent week, there has been an influx of enrollment due to new enrollment and parents that want their children retained in Kindergarten. As of Monday, August 5th, we had an enrollment of 20 students. On Tuesday, August 6th, we added two more students to the list. On Wednesday August 7th, we added two more students to bring the total to 24 students. We are working with Mrs. Strand to aide her in making this the best possible classroom.

Facilities and Maintenance

A special thank you is in order for our Custodial Staff, led by Richard Reichart. Their dedication and hard work have been instrumental in preparing our building for the new school year. The cleanliness and readiness of our facilities are a testament to their commitment, and we greatly appreciate their efforts. Our next project is to supply our classrooms with new whiteboards and install repurposed smartboards in some of the classrooms.

Looking Ahead

As we approach the start of the new school year, we are filled with anticipation and optimism. The changes and updates we have made are designed to enhance the educational experience for all our students. We look forward to a successful year ahead and are confident that our new team members and updated schedules will contribute positively to our school community.

Thank you to everyone for their continued support and hard work. Let's make this year a great one!

5.C. Secondary principal report
Information Item



DUNDY COUNTY STRATTON PUBLIC SCHOOLS

400 9th Avenue West • P.O. Box 586 • Benkelman, NE 69021-0586

"Every Day...Every Child...A Success!"

Tigers

Principal Report

August 2024

Admin Days

July 23 – 26 was spent in Kearney at Title IX training and administrator days.

- There were some great sessions for new principals and I received information about teacher certification

Meeting Staff

- 18 staff member meetings
- Staff filled out a google form with questions that I wanted answered so I could get to know them

Building

- Schedule is ready
- Practices are underway
- Staff have been in building getting ready
- Custodians have been working hard to get the building ready
- Office staff has been wonderful helping me get acclimated with the way things go

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Superintendent

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Mrs. Sandy O'Neil

HS Principal

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soneil@dcstigers.org

Mr. Kris Freeland

Elementary Principal

308.423.2216

kfreeland@dcstigers.org

5.D. Transportation report
Information Item

5.E. Superintendent report
Information Item

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Superintendent Report

August 2024

Transportation:

In working through the Nebraska Department of Education (NDE) information from both the Superintendent Workshop as well as Administrator Days, it appears that the district cannot utilize 12-or-15 passenger vehicles for pupil transportation. In saying that, it impacts the district with three (03) vehicles currently in the fleet (#33 2010 Ford E350, #10 2012 Ford E350 and #29 Ford Transit 350). Our issue is less than some districts in that there have been three (03) Ford Expedition units ordered for the 2024-2025 school year. I have attached some information in regards to the situation from NDE.

Stratton Building:

I have contacted the Hitchcock County Assessor's Office in regards to getting the legal description for the property that the Stratton School building sits on and what needs to be done to set aside the parcel of property the district is wanting to retain for district use. The response was that *"The Stratton School is located in lands and limits, which is a lot harder to determine a good legal (because it doesn't have lots and blocks)... The best way to find a legal is to look at the original deed. If you do that, just remember that the lot(s) south of the school were sold in 2020/2021ish so the original deed would more than likely still include that legal. There could also be a chance that different parcels of land were deeded to the school at different times. Deeds are filed in the Clerks Office. I would suggest having the property surveyed to have a good legal on it, especially if the school is thinking about keeping a portion."*

In looking for the original deed to the Stratton school property, I have been unable to locate it. It is not with the deeds to other school properties—Benkelman High School, Benkelman Elementary, Benkelman Bus Barn and Haigler School. I have checked the Hitchcock County Public Schools and they are certain that they do not have the deed at their location. My current plan is to contact Miller & Associates in McCook, NE to have them survey the property so as to have an accurate description of the property that the district is selling as well as an accurate description of the property being retained.

Nebraska State Board of Education:

The Nebraska State Board of Education met for the August Regular Board Meeting last week. The major announcement was the unveiling of the Nebraska State Literacy Project. In presenting the program, the goal of the program is to raise statewide third-grade reading proficiency from 62% to

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Mrs. Sandy O'Neil

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75% by 2030. To reach that goal, NDE staff is preparing a statewide system for current Pre-Kindergarten to Third Grade teachers in evidence-based reading instruction, which will include letter sound awareness, blending of sounds, vocabulary, fluency and comprehension.

The training of classroom teachers is complemented by the policy enacted by the board requiring all Nebraska educator preparation programs to provide the same reading instruction to future teachers. NDE staff is also working to ensure teachers will have a high-quality reading curriculum to implement this instructional method in the classroom.

Legislation:

The Revenue Committee has advanced AM 73 as the newest legislation presented in the current special session as the effort to provide property tax relief.

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5.F. Board and committee reports
Information Item

5.F.1. Board information
Information Item

5.F.2. Finance/Budget/Legislation committee
Information Item

5.F.3. Transportation/Facilities/Grounds committee
Information Item

5.F.4. Curriculum/Activities/Staff Development committee
Information Item

5.F.5. Americanism committee
Information Item

5.F.6. Negotiations committee
Information Item

6. **Consent Agenda**
Consent Agenda

Motion to approve the consent agenda The consent agenda includes the verification of notice of the meeting by publication in the Benkelman Post & News Chronicle, a legal newspaper for Dundy County and to each member of the board, approval of the minutes from the July 8, 2024 meeting and July 15, 2024 special meeting, the approval of the bills as presented in the amount of \$614,421.63 for the general fund \$5,602.55 for the nutrition fund; \$21,000.56 for the activity fund. Passed with a motion by Steve Guernsey and a second by Nick Ladenburger.

Jennifer Fries: Yea

Steve Guernsey: Yea

Ted Henderson: Yea

Nick Ladenburger: Yea

Kent Lorens: Yea

Cole Lutz: Yea

Shad Stamm: Yea

6.A. Verification of publication and notice
Consent Item

To verify that notice of the meeting was given by publication in the Benkelman Post, a legal newspaper for Dundy County Stratton and by written notice to each member of the board, the designated method of giving notice

6.B. Approval of the minutes
Consent Item

Board of Education Regular Meeting
Dundy County Stratton Public School
Benkelman NE 69021

The Dundy County Stratton Board of Education met on Monday, July 8, 2024 at Dundy County Stratton High School.

President Noffsinger called the meeting to order at 6:00 PM.

Attendance Taken at 6:00 PM. Jennifer Fries: Present, Steve Guernsey: Absent, Ted Henderson: Present, Nick Ladenburger: Absent, Kent Lorens: Present, Cole Lutz: Present, Sandy Noffsinger: Present, Shad Stamm: Present, Jordan Stroup: Present. Present: 7, Absent: 2.

Others present:

Alan Garey, Superintendent

Kris Freeland, Elementary Principal

Ronda Sargent, Recording Secretary/Business Manager

Steve Johnson, Lensey Johnson, Janet Felt, Dustin Ladenburger, Bill Zahl, Amy Frederick

Pledge of Allegiance. The Pledge of Allegiance was recited.

President Noffsinger stated that the board follows the Open Meetings Act Guidelines which are located in the meeting room. The Board of Education may enter closed session during the meeting when it determines that doing so is appropriate and is authorized by the provisions of the Open Meeting Act.

Awards and Recognitions

Stroup recognizes and congratulates Emma Baldeh for her representation to our School for her 3rd place at National FCCLA. Freeland recognized the sponsor for their time spent with the National FCCLA and National FBLA conferences. Noffsinger appreciated the time Mr. Garey has spent getting things organized with the start of his interim responsibilities.

Public comment

Mr. Bill Zahl commented on the interest in the Stratton Steering committee in the Stratton Site. Mr. Dustin Ladenburger reported on their goals for the use of the Stratton Site.

Reports

Technology report

Garey reported the district will be looking to hire in this department.

Elementary principal report

In written form.

Secondary principal report

No report.

Transportation report

Two new vehicles are ordered.

Superintendent report

In written form.

Board and committee reports

Board information: Special Board meeting set for July 15, 2024 at 11:00 am MT. Action items for the special meeting will be the destruction of Quonset; weight room flooring. Discussion items will be to review past board items.

Consent Agenda

Motion to approve the consent agenda with the exception of item 6 D, review of policies, passed with a motion by Stroup and a second by Lorens. Lorens: Yea, Lutz: Yea, Noffsinger: Yea, Stamm: Yea, Stroup: Yea, Fries: Yea, Henderson: Yea. Yea: 7, Nay: 0, Absent: 2. The consent agenda includes the verification of notice of the meeting by publication in the Benkelman Post & News Chronicle, a legal newspaper for Dundy County and to each member of the board, approval of the minutes from the June 10, 2024, the approval of the bills as presented in the amount of \$466,848.18 for the general fund \$862.20 for the nutrition fund; \$22,296.36 for the activity fund.

Review of policies

2006-Complaint Procedure, 2008-Meetings, 2009-Public Participation at board meetings, 3003.1-Bidding for construction, remodeling, repair, or related projects financed with federal funds, 3004.1-Fiscal management for purchasing and procurement using federal funds, 3011-Transportation, to 5005: Option transportation; rename combined policy "Transportation"; Policy 3011 Now "intentionally left blank, 3017-Press releases; renamed to "official communication with the public", Policy 3032-Fees for school district records; eliminate "copying" from title, Policy 3033-Lending textbooks to children enrolled in private schools; now "Intentionally left blank, Policy 3053-Nondiscrimination, Policy 3057-Title IX, Policy 3059-Audio and video recording, Policy 3060-Firearms and weapons for non-students, Policy 4011-Employee leave under the family medical leave act (FMLA), Policy 4053-Conflict of interest, Policy 5001-Compulsory attendance and excessive absenteeism, Policy 5004-Option enrollment, Policy 5008-Pregnant or parenting students, Policy 5035; Policy 5049-Firearms and weapons moved to policy 3060 and 5035, Policy 5052-School wellness, Policy 6025-Student cell phone or other electronic devices, Policy 6031-Emergency exclusion, Policy 6036-Reading instruction and intervention services, Policy 6039-Repeat of grade at parent-guardian request, Policy 6040-Prekindergarten (Preschool or early childhood) program, Policy 6041-Malcom X day education, Policy 6042-Projection maps, Policy 6043-Mapping data. Motion to approve the first reading of the policies passed with a motion by Stroup and a second by Fries. Lutz: Yea, Noffsinger: Yea, Stamm: Yea, Stroup: Yea, Fries: Yea, Henderson: Yea, Lorens: Yea. Yea: 7, Nay: 0, Absent: 2.

Business Meeting

Stratton Building Discussion

Discussion on the intent of what portion of the site would be available to sell. Board discussion would be to accept offers until August 12, 2024 at the regular scheduled meeting.

Daycare Discussion

Amy Frederick updated the board on the daycare project and projection.

Motion to pledge up to \$650,000.00 for the Preschool portion to the Childcare Center passed with a motion by Stroup and a second by Stamm. Lorens: Yea, Lutz: Yea, Noffsinger: Yea, Stamm: Yea, Stroup: Yea, Fries: Yea, Henderson: Yea. Yea: 7, Nay: 0, Absent: 2.

Financial Report

Garey presented the financial report and the district is in a good position going into the school year.

Motion to approve the financial report as presented passed with a motion by Stamm and a second by Stroup. Noffsinger: Yea, Stamm: Yea, Stroup: Yea, Fries: Yea, Henderson: Yea, Lorens: Yea, Lutz: Yea. Yea: 7, Nay: 0, Absent: 2.

Policy 4022.1 for Paying tuition for staff members to pursue teaching

Motion to approve the second and third reading of policy 4022.1 for the paying tuition for staff members to pursue teaching passed with a motion by Stroup and a second by Lutz. Stamm: Yea, Stroup: Yea, Fries: Yea, Henderson: Yea, Lorens: Yea, Lutz: Yea, Noffsinger: Yea. Yea: 7, Nay: 0, Absent: 2.

Policy 3003 Bidding for Construction, Remodeling, repair, or Site Improvement

Motion to approve the second and third reading of Policy 3003 Bidding for Construction, Remodeling, repair, or Site Improvement passed with a motion by Stroup and a second by Lutz. Stroup: Yea, Fries: Yea, Henderson: Yea, Lorens: Yea, Lutz: Yea, Noffsinger: Yea, Stamm: Yea. Yea: 7, Nay: 0, Absent: 2.

Classified Staff Insurance

Motion to approve paying the premium in full for classified staff employees that are eligible, working 30 hours or more for ACA insurance beginning with the school year 2024-2025 passed with a motion by Fries and a second by Henderson. Fries: Yea, Henderson: Yea, Lorens: Yea, Lutz: Yea, Noffsinger: Yea, Stamm: Yea, Stroup: Yea. Yea: 7, Nay: 0, Absent: 2.

NASB information

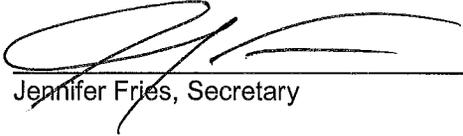
Nothing reported.

Legislation

Special Session will be July 29th.

Adjourn

Motion to adjourn at 8:42 passed with a motion by Fries and a second by Lorens. Henderson: Yea, Lorens: Yea, Lutz: Yea, Noffsinger: Yea, Stamm: Yea, Stroup: Yea, Fries: Yea. Yea: 7, Nay: 0, Absent: 2.



Jennifer Fries, Secretary

Board of Education Special Meeting
Dundy County Stratton Public School
Benkelman NE 69021
Monday, July 15, 2024 11:00

1. Call to Order and Notice of Open Meetings Act

Procedural Item

1. The Board of Education reserves the right to enter into Closed/Executive Session for 1) the protection of the public interest or 2) the prevention of needless injury to the reputation of an individual, and the individual has not requested a public meeting. When making a motion to enter into Closed/Executive Session, the member making such a request should be as specific as possible keeping the previously listed stipulation in consideration.
2. If the Board is in agreement, a motion may be to enter into Closed/Executive Session to 1) discuss a personnel matter or 2) for the prevention of needless injury to the reputation of the individual, or 3) to discuss litigation and for the protection of the public interest.
3. Action Concerning Matters Discussed in Executive Session.

3. Call to Order

President Noffsinger called the meeting to order at 11:15 AM.

2. Roll Call

Ted Henderson: Present

Nick Ladenburger: Present

Kent Lorens: Present

Cole Lutz: Present

Sandy Noffsinger: Present

Shad Stamm: Present

Jennifer Fries: Absent

Steve Guernsey: Absent

Jordan Stroup: Absent

Others present:

Alan Garey, Superintendent

Kris Freeland, Elementary Principal

Sandy O'Neil, Jr-Sr High School Principal

Ronda Sargent, Recording Secretary/Business Manager

3. Verification of publication and notice

Consent Item

To verify that notice of the meeting was given by publication in the Benkelman Post, a legal newspaper for Dundy County Stratton and by written notice to each member of the board, the

designated method of giving notice. Motion to approve the Verification of notice passed with a motion by Stamm and a second by Lorens.

Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Sandy Noffsinger: Yea
Shad Stamm: Yea

4. Business meeting

Jordan Stroup arrived at 11:11 am. Jennifer Fries arrived at 12:15 pm.

4.A. Destruction of the Quonset at the Elementary site

Action Item: No action taken after board discussion on the timeframe of the project with school beginning August 15th. This will be discussed again at a later time in conjunction with the Child Care project.

4.B. Weight Room flooring

Action Item: No action taken at this time. An updated quote will be issued and the board will make the determination when the quote is presented.

4.C. Discussion to review past board items.

The board looked at past minutes for action items and completion of the items. Discussion on the board's guidance going forward with projects and proposals.

5. Adjournment

Motion to adjourn at 1:48 passed with a motion by Stamm and a second by Ladenburger.

Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Sandy Noffsinger: Yea
Shad Stamm: Yea
Jordan Stroup: Yea


Sandy Noffsinger, President

6.C. Payment of the bills
Consent Item

General Fund Authorization August 2024

Accelerated Receivables Solutions	Payroll	32.74
American Fidelity Assurance	Payroll	2,742.45
American Fidelity Assurance Company	Payroll	716.67
Colonial Life	Payroll	31.20
EFTPS	Payroll	52,195.73
Healthplan Services, Inc	Payroll	588.60
LegalShield	Payroll	98.65
MG Trust Company	Payroll	8,561.00
Nebraska Dept of Revenue	Payroll	7,403.28
Nebraska School Retirement System	Payroll	46,002.64
Principal Life Insurance Co	Payroll	847.07
EFTPS	Payroll	450.02
Nebraska School Retirement System	Payroll	385.49
Blue Cross-Blue Shield	Payroll	72,810.38
Net Payroll	Payroll	168,294.36
ABC Bus Inc.	Repairs	1,670.16
Al's Lock & Safe Inc	Supplies	3,677.78
Amazon Capital Services	Membership/Supplies	8,533.20
ASCAP	License Fee	442.17
ATTAINMENT COMPANY, INC	Sped Curriculum	156.45
B.E. Publishing	eReadiness.com Bundle Subscription	2,495.00
Barker Land Investments	Rent	550.00
Black Hills Energy	Gas	506.36
Blick Art Materials LLC	Supplies	389.91
BWTELCOM	Communications:Phone, Data, Internet	500.50
Camera Doctor, The	Camera Repairs	565.00
CDW Government Inc	Label Maker	38.29
City Of Benkelman	Utilities	10,515.98
Coach Masters	Repairs # 2	3,301.41
Courtyard by Marriott Aksarben Village	Community Leadership Conf	487.42
Crowne Plaza Kearney	Young Children Conference	209.00
DISCOUNT SCHOOL SUPPLY	Supplies	123.66
Eakes Office Products	Supplies	6,689.85
Edmentum	ACT Prep Curr	2,534.50
Esu #15	SPED 8 of 8	13,722.30
Esu #16	Internet Services	23,000.00
Family Zone, Inc	Smoothwall-1 yr Subscription	3,500.00
Farmers Co-op Grain & Supply	Fuel	1,326.85
Flinn Scientific Inc	A&P-College Biology Supplies	717.36
Frenchman Valley Coop	Fuel	540.00
Garbanzo LLC	Subscription Renewal	299.00
Geyer Instructional Products	HS Supplies 24-25	22.45
Gopher Sport	Supplies	881.78
Graduate Lincoln	Superintendent Orientation	117.00
Great Plains Communications	Telephone Internet	51.23
Hampton Inn Kearney	Conference	239.00
HireRight LLC	Screening Services	306.60
Holiday Inn Express Hotel & Suites	Admin Days	944.65
Hometown Leasing	Copier Lease	1,533.95
Imperial NAPA	Repairs	344.63
Innovative Office Solutions, LLC	Supplies	839.47
JAZMAT Enterprises, LLC	Gym Floor finish	1,380.00
JourneyEd.com. Inc	Adobe License	3,409.24
Junior Library Guild	Library Books	1,869.88
KSB School Law	Legal Services	770.00
Larry's Glass	Repairs	52.43

Learning A-Z	Curriculum	121.00
Lightspeed Technologies, Inc.	Redcat System	1,989.00
McCook Gazette	BE/Jr-Sr High Subscription	324.00
McGraw-Hill School Education Holdings, LLC	Social Studies Curriculum	8,164.80
MCI	Telephone-Stratton	52.19
Molly Hawkins' House	Supplies return	768.24
My Central Supply	Supplies	131.12
Mystery Science	24-25 Mystery Packs	850.00
NASB ALICAP	2024-2025 Premium	126,261.00
National Art & School Supplies Inc.	24-25 Supplies	1,217.51
Ne Council Of School Admin	Admin Day's	870.00
NE Safety Center @ UNK	Pupil Transporation Inservice	250.00
Nebraska Assn of School Boards	School Leaders Law Conf	185.00
NSASSP Region V	Region V Secondary Membership	60.00
Oriental Trading Co Inc	HS Sped Supplies	135.99
Owens Implement & Supply	Supplies/Repairs	1,193.60
Pro-Ed	Sped Edmark Series	899.80
Pyramid School Products	Supplies	13.78
Really Great Reading	Curriculum	1,006.04
Rocky Mountain Low Voltage	Monthly Monitoring	25.00
Scholastic Inc	24-25 Subscription	1,184.94
School Nurse Supply, Inc.	Supplies	425.39
Scoop Media LLC	Advertising	1,473.98
Service Lighting and Electrical Supplies	Lightbulbs	496.00
Studies Weekly Inc	5th grade science	225.87
SWPPD	Bus Radio	49.00
Teacher Created Resources	Supplies	197.62
Teacher Direct	Supplies	63.18
Teacher Innovations Inc	Planbook.com 10 teach/admin	135.00
US Bank	Subscriptions/Supplies/Conferences	4,260.92
Verified First	Background check/Supplies/Conferences	46.44
Verizon Wireless	Cell Service	93.68
Village of Stratton	Utilities	376.06
Vocabulary.com	Subscription	179.00
Yost Farm Supply	Repairs	281.74
		<hr/>
		614,421.63

Vendor Name	Invoice Description	Amount
Checking Account ID NUTRITION Fund Number 06	NUTRITION FUND	
Cash Wa Distributing	Food	458.97
Grace Market	Food	160.84
NASB ALICAP	24-25 Premium	3,556.00
Rinde, Richard	Kitchen 101 training meal reimburse	51.60
Sysco Denver	Food/Supplies	1,375.14
Fund Number 06		<hr/> 5,602.55
Checking Account ID NUTRITION		<hr/> 5,602.55

Vendor Name	Invoice Description	Amount
Checking Account ID ACTIVITY	Fund Number 05 ACTIVITY FUND	
Blazer Athletic Equipment	Basketball Score books	91.99
Cash Wa Distributing	VB Fair Food Booth	458.97
Chase County Public Schools	FBLA NLC Conference Shared expensed	196.27
Chesterman Company	Cheer Ballfield Concessions	316.72
Classic Sportswear & Awards	Conference Banners	1,773.43
Colby College Volleyball	Summer Camp/Jamboree	540.00
Dundy County Processors	Fair Food Booth	206.00
Elite Sportswear	Navy Cheer Briefs	65.96
Gopher Sport	Locking Rack and Two-Court System	1,200.78
J.W. Pepper & Son Inc	Show Choir Sheet Music	70.19
McCook Community College	3 Volleyball Camps	1,480.00
Midwest Volleyball Warehouse	Excel Catch-It	869.99
Pepsi Cola	Fair Food Booth	1,278.11
School Health Corporation	Athletic Supplies	5,938.20
Striv, Inc	Striv TV	1,941.00
Stroup, Hannah	5K Drink Coupons/Gift Card Reimb	504.83
Student Assurance Services	Catastrophic Coverage 24-25	729.50
University of Nebraska Kearney	UNK VB Camp	1,155.00
US Bank	Supplies	392.82
Varsity Spirit Fashions	24-25' New Cheerleader outfits	1,790.80
Fund Number 05		<u>21,000.56</u>
Checking Account ID ACTIVITY		<u>21,000.56</u>

7. **Business Meeting**

Action Item

7.A. Financial Report

Action Item

Presentation of the financial status of the district, balances in various funds, recent/impending activity therein, anticipated expenses and planning for future considerations.

Motion to approve the financial report as presented Passed with a motion by Nick Ladenburger and a second by Steve Guernsey.

Jennifer Fries: Yea

Steve Guernsey: Yea

Ted Henderson: Yea

Nick Ladenburger: Yea

Kent Lorens: Yea

Cole Lutz: Yea

Shad Stamm: Yea

Financial Report August				
	Income		Expense	
	MTD	YTD	MTD	YTD
2024	\$ 91,665	\$ 5,706,061	\$ 603,936	\$ 6,555,630
2023	\$ 84,751	\$ 6,040,741	\$ 460,329	\$ 6,141,269
2022	\$ 43,892	\$ 5,140,713	\$ 442,567	\$ 6,623,484
2021	\$ 457	\$ 4,724,333	\$ 461,634	\$ 5,821,785
2020	\$ 41,031	\$ 4,816,987	\$ 774,738	\$ 6,054,433
2019	\$ 204,738	\$ 4,649,353	\$ 407,858	\$ 5,617,807
2018	\$ 116,212	\$ 5,257,707	\$ 456,204	\$ 5,570,353
2017	\$ 75,342	\$ 4,746,766	\$ 467,296	\$ 5,506,434
2016	\$ 58,670	\$ 5,367,462	\$ 366,628	\$ 5,381,242
2015	\$ 70,991	\$ 5,113,346	\$ 412,907	\$ 5,366,059
Average	\$ 105,191	\$ 5,026,927	\$ 422,179	\$ 5,488,379

Fund Balances	Unemp	GF	Depreciation	QCPUF	Sp Bld	Dep/SpBd/Q	Total
2024	\$ 13,602	\$ 3,668,672	\$ 572,231	\$ 205,643	\$ 895,175	\$ 1,673,049	\$ 5,355,324
2023	\$ 13,353	\$ 3,562,796	\$ 467,038	\$ 267,551	\$ 167,679	\$ 902,267	\$ 4,478,417
2022	\$ 13,343	\$ 2,827,487	\$ 267,504	\$ 279,483	\$ 283,259	\$ 830,245	\$ 3,671,076
2021	\$ 13,336	\$ 2,656,334	\$ 489,923	\$ 253,835	\$ 1,054,863	\$ 1,798,622	\$ 4,468,292
2020	\$ 13,324	\$ 2,681,610	\$ 502,019	\$ 177,285	\$ 731,291	\$ 1,410,595	\$ 4,105,529
2019	\$ 13,253	\$ 2,490,269	\$ 301,062	\$ 106,476	\$ 520,858	\$ 928,396	\$ 3,431,918
2018	\$ 13,198	\$ 2,586,301	\$ 163,108	\$ 66,556	\$ 343,123	\$ 572,787	\$ 3,172,286
2017	\$ 12,862	\$ 1,975,889	\$ 134,688	\$ 55,664	\$ 265,835	\$ 456,187	\$ 2,444,938
2016	\$ 13,908	\$ 1,340,266	\$ 144,659	\$ 70,576	\$ 263,915	\$ 479,150	\$ 1,833,324
2015	\$ 13,902	\$ 1,280,387	\$ 225,100	\$ 44,618	\$ 272,414	\$ 542,132	\$ 1,836,421
Average	\$ 13,425	\$ 1,934,622	\$ 193,723	\$ 68,778	\$ 333,229	\$ 595,730	\$ 2,543,777

Account Groups; Processing Month 07/2024; Account Group ID
GFREVENUE; Accounts to Include Accounts With Activity

Account Group: GFREVENUE Monthly Board Report Accounts

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied/Assessed by the School Dist	5,307,300.00	49,887.91	3,505,795.17	66.06	1,801,504.83
01 1115	Carline Taxes	0.00	0.00	6,037.31	0.00	(6,037.31)
01 1120	Public Power Dist Sales Tax	0.00	0.00	1,533.10	0.00	(1,533.10)
01 1125	Motor Vehicle Tax	0.00	21,439.32	250,833.34	0.00	(250,833.34)
01 1140	Penalties & Interest on Taxes	0.00	1,022.51	27,395.95	0.00	(27,395.95)
01 1311	Tuition From Individuals-Reg Ed	0.00	0.00	0.00	0.00	0.00
01 1510	Interest on Investments	0.00	13,362.21	110,959.42	0.00	(110,959.42)
01 1740	Fees-Locker; equipment	0.00	0.00	1,444.00	0.00	(1,444.00)
01 1800	Revenue-Community Service Activities	0.00	749.65	35,892.30	0.00	(35,892.30)
01 1911	Local License Fees	0.00	0.00	1,270.00	0.00	(1,270.00)
01 1920	Contributions-Donations	0.00	0.00	5,518.85	0.00	(5,518.85)
01 1925	OTHER CATEGORICAL GRANTS FROM CORPORATIONS AND OTHER PRIVATE INTERESTS	0.00	0.00	5,705.00	0.00	(5,705.00)
01 1955	Postsecondary Receipts-Dual Credit	0.00	0.00	6,028.75	0.00	(6,028.75)
01 1980	OTHER REFUND OF PRIOR YEAR'S EXPENDITURES	0.00	0.00	11,100.00	0.00	(11,100.00)
01 1990	Other Local Receipts	0.00	40.00	414.28	0.00	(414.28)
	Subtotal: LOCAL RECIEPTS	5,307,300.00	86,501.60	3,969,927.47	74.80	1,337,372.53
01 2110	County Fines And License	12,000.00	0.00	22.41	0.19	11,977.59
01 2210	Educational Service Unit Receipts	0.00	0.00	3,580.44	0.00	(3,580.44)
	Subtotal: COUNTY AND ESU RECEIPTS	12,000.00	0.00	3,602.85	30.02	8,397.15
01 3110	State Aid	602,942.00	0.00	449,942.00	74.62	153,000.00
01 3120	Special Education-School Age	0.00	0.00	300,250.00	0.00	(300,250.00)
01 3125	Special Ed. Transportation-Sch Age	0.00	0.00	24,842.00	0.00	(24,842.00)
01 3130	Homestead Exemption	0.00	5,163.70	30,299.41	0.00	(30,299.41)
01 3131	Property Tax Credit	0.00	0.00	572,511.48	0.00	(572,511.48)
01 3180	Pro-Rate Motor Vehicle	0.00	0.00	9,605.86	0.00	(9,605.86)
01 3400	State Apportionment	0.00	0.00	53,625.77	0.00	(53,625.77)
01 3512	Distance Education Incentive Pymts	0.00	0.00	8,000.00	0.00	(8,000.00)
01 3535	Payments For High Ability Learners	0.00	0.00	2,491.00	0.00	(2,491.00)
01 3551	Career Education	0.00	0.00	7,500.00	0.00	(7,500.00)
	Subtotal: STATE RECEIPTS	602,942.00	5,163.70	1,459,067.52	241.99	(856,125.52)
01 4310	REAP: SRSA Grants	273,000.00	0.00	20,731.00	7.59	252,269.00
01 4423	IDEA PART B ARP PROPORTIONATE SHARE	0.00	0.00	1,182.00	0.00	(1,182.00)
01 4505	Title I, Part A ESSA Improving Basic Pro	0.00	0.00	89,113.00	0.00	(89,113.00)
01 4509	Title II Part A ESSA Supporting Eff Inst	0.00	0.00	15,936.00	0.00	(15,936.00)
01 4516	IDEA PreK(619) Base Allocation	0.00	0.00	654.00	0.00	(654.00)
01 4518	IDEA Part B (611) Base & Enrollment Poverty Allocation	0.00	0.00	79,642.00	0.00	(79,642.00)
01 4521	IDEA Part B Proportionate Share	0.00	0.00	7,946.00	0.00	(7,946.00)
01 4530	Other Federal	0.00	0.00	8,058.00	0.00	(8,058.00)
01 4708	Medicaid In Public Schools	0.00	0.00	17,884.43	0.00	(17,884.43)
01 4969	TITLE IV-A: Student Support & Academic G	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4998	ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF (ESSER III)	0.00	0.00	22,316.80	0.00	(22,316.80)
	Subtotal: FEDERAL RECEIPTS	273,000.00	0.00	273,463.23	100.17	(463.23)
		<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	Grand Total:	6,195,242.00	91,665.30	5,706,061.07	92.10	489,180.93

08/09/2024 02:20 PM

Regular; Processing Month 08/2024; Function Number 55 Records Selected; Fund
Number 01

User ID: RJS

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
01	GENERAL FUND					
1100	Regular Instructional Programs	3,765,138.00	242,570.74	2,806,350.69	74.92	958,787.31
1150	Limited English Proficiency Programs	0.00	684.09	29,174.71	0.00	(29,174.71)
1160	Poverty Programs	0.00	12,689.38	206,335.01	0.00	(206,335.01)
1200	Special Education Instructional Programs	425,684.00	19,701.74	372,602.63	87.60	53,081.37
1291	Early Childhood SpEd Ages 3-5	108,532.00	10,775.88	111,106.91	103.00	(2,574.91)
1292	Early Childhood SpEd Ages 0-2	36,667.00	1,277.50	11,208.75	30.57	25,458.25
1300	Summer School	0.00	0.00	100.00	0.00	(100.00)
2120	Guidance Services	75,259.00	8,702.72	101,569.38	136.01	(26,310.38)
2130	Health Services	0.00	493.80	2,588.66	0.00	(2,588.66)
2140	Psychological Services	60,381.00	1,680.21	9,817.71	16.26	50,563.29
2141	Psychological Services-SPED-School Age	0.00	6,242.00	58,042.00	0.00	(58,042.00)
2142	Psychological Services Sped-Ages 3-5	0.00	30.00	6,592.50	0.00	(6,592.50)
2151	Speech Path/Audiology Svcs SPED SA	16,289.00	6,100.00	55,590.00	341.27	(39,301.00)
2152	Speech Path/Audiology SPED Age 3-5	0.00	(1,550.00)	9,431.25	0.00	(9,431.25)
2153	Speech Path/Audiology Svcs SPED 0-2	0.00	(1,550.00)	9,431.25	0.00	(9,431.25)
2161	Occupational Therapy SPED SA	12,522.00	(600.00)	12,634.34	100.90	(112.34)
2171	Physical Therapy Services-SA	1,245.00	0.00	3,087.15	247.96	(1,842.15)
2173	Physical Therapy-SPED Ages 0-2	0.00	0.00	0.00	0.00	0.00
2211	School Improvement	151,850.00	0.00	0.00	0.00	151,850.00
2212	Instruction & Curriculum Development	0.00	0.00	1,708.00	0.00	(1,708.00)
2213	Instructional Staff Training	0.00	0.00	417.27	0.00	(417.27)
2220	Library/Media Services	0.00	6,677.55	63,164.75	0.00	(63,164.75)
2224	EDUCATIONAL TELEVISION SERVICES	0.00	0.00	60,296.00	0.00	(60,296.00)
2230	Instruction-Related Technology	0.00	28,614.56	110,693.44	0.00	(110,693.44)
2240	Academic Student Assessment	0.00	0.00	0.00	0.00	0.00
2310	Board of Education	40,890.00	19,549.02	63,234.41	161.97	(22,344.41)
2320	Executive Administration	215,930.00	17,662.13	222,540.55	103.59	(6,610.55)
2330	District Legal Services	8,672.00	0.00	3,805.00	44.55	4,867.00
2410	Principal	488,305.00	27,484.64	419,599.51	86.55	68,705.49
2510	Fiscal Services	130,711.00	10,262.65	137,940.16	108.17	(7,229.16)
2570	Personnel Services	0.00	0.00	225.00	0.00	(225.00)
2610	Operation of Buildings	554,582.00	80,232.17	454,241.54	82.57	100,340.46
2620	Maintenance of Buildings	0.00	18,158.13	193,713.28	0.00	(193,713.28)
2630	Care and Upkeep of Grounds	0.00	0.00	16,259.33	0.00	(16,259.33)
2640	Care and Upkeep of Equipment	0.00	1,057.64	5,132.12	0.00	(5,132.12)
2650	Vehicle Operation & Maint (non student t	235,024.00	0.00	2,682.13	1.14	232,341.87
2660	Security	4,011.00	1,188.99	1,555.99	38.79	2,455.01
2670	Safety	6,448.00	2,488.79	5,196.48	80.59	1,251.52
2710	Vehicle Operation	457,710.00	37,652.01	356,610.96	77.91	101,099.04
2712	Vehicle Operation-School Age Sped	41,987.00	6,791.48	44,964.64	107.09	(2,977.64)
2713	Vehicle Operation-Below Age 5 Sped	0.00	23.84	7,671.14	0.00	(7,671.14)
2730	Vehicle Servicing & Maintenance-Reg Ed	0.00	15,875.71	157,529.83	0.00	(157,529.83)
3400	CATEGORICAL GRANTS FROM CORPORATIONS & O	0.00	0.00	35,419.00	0.00	(35,419.00)
3535	High Ability Learners	0.00	0.00	115.80	0.00	(115.80)
4700	Building Improvements	0.00	0.00	0.00	0.00	0.00
5000	Debt Service	0.00	0.00	0.00	0.00	0.00
6200	Federal Services-Title I, Part A ESSA Im	193,344.00	9,241.46	102,533.91	53.56	90,810.09
6310	Federal Services-Title II, Part A ESSA S	0.00	2,022.02	23,150.29	0.00	(23,150.29)
6408	IDEA-PtB-611-Base-EP	0.00	0.00	0.00	0.00	0.00
6990	Federal Services-Other Federal Categoric	0.00	0.00	8,101.65	0.00	(8,101.65)
6992	Federal Services--REAP-SRSA Grants	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	11,705.34	83,318.27	0.00	(83,318.27)
8000	Transfers (Outgoing)	666,266.00	0.00	168,146.90	25.24	498,119.10
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00
9001	Repayment of Interfund Loan General Fund	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	7,697,447.00	603,936.19	6,555,630.29	85.94	1,141,816.71

**Expenditure Report by Function/Object -
Summary Revised**

08/09/2024 02:20 PM

Regular; Processing Month 08/2024; Function Number 55 Records Selected; Fund
Number 01

User ID: RJS

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
Grand Total:	7,697,447.00	603,936.19	6,555,630.29	85.94	1,141,816.71

TOTAL SUMMARY OF BANK BALANCES

	April	May	June	July
<i>Pinnacle Bank-Unemployment</i>	\$13,534.81	\$13,557.57	\$13,578.16	\$13,602.47
General Fund				
Pinnacle Bank-ICS SWEEP (MMSA)	\$2,687,211.48	\$3,849,206.57	\$3,862,675.07	\$3,600,936.69
Pinnacle Bank Benkelman-General Fund	\$214,899.83	\$137,915.25	\$272,749.06	\$51,023.12
Pinnacle Bank Benkelman-Clearing A/C	\$15,758.69	\$15,758.69	\$14,795.09	\$16,712.29
Total General Fund Balances	\$2,917,870.00	\$4,002,880.51	\$4,150,219.22	\$3,668,672.10
<i>Pinnacle Bank Depreciation Fund Balance</i>				
Depreciation Fund 0637	\$203,555.67	\$203,642.11	\$203,720.22	\$170,008.15
Depreciation Fund MMSA 6986	\$401,716.77	\$401,887.36	\$402,041.51	\$402,223.25
Total Depreciation Fund	\$605,272.44	\$605,529.47	\$605,761.73	\$572,231.40
QCPUF				
Pinnacle Bank Benkelman-Checking A/C	\$203,890.80	\$203,979.01	\$204,057.25	\$204,149.50
NE Liquid Asset Fund	\$1,474.31	\$1,480.59	\$1,486.70	\$1,493.04
Total Qualified Capital Purpose Undertaking Fund	\$205,365.11	\$205,459.60	\$205,543.95	\$205,642.54
<i>Pinnacle Bank Special Building Fund</i>				
Special Building Fund 0648	\$205,795.28	\$205,882.67	\$205,661.59	\$205,754.56
Special Building Fund MMSA 6994	\$306,684.93	\$606,265.69	\$685,513.44	\$689,420.48
	\$512,480.21	\$812,148.36	\$891,175.03	\$895,175.04
Total Cash in Bank	\$4,254,522.57	\$5,639,575.51	\$5,866,278.09	\$5,355,323.55

CASH FLOW STATEMENT

Beginning Balance General Fund Checking \$ 51,023.12

MMSA-Pinnacle Bank 3,600,936.69

Total General Fund Money \$ 3,651,959.81

ESTIMATED DISBURSEMENTS

			<u>2022-2023</u>	<u>2021-2022</u>
Bills	<u>253,261.35</u>			
Payroll	<u>361,160.28</u>	614,421.63	469,774.04	454,424.61

COUNTY RECEIPTS

Dundy County Treasurer	58,734.83			
Hitchcock County Treasurer-Not available	<u>18,778.61</u>		<u>2022-2023</u>	<u>2021-2022</u>
	77,513.44		81,864.80	39,857.35

Estimated Over(Under)age - GF Checking \$ (485,885.07)

Transfers In (Interfund Loan for SBF) \$ -

Lunch Payroll \$ -

NDE Money \$ -

Transfer TO/FROM MMSA \$ 500,000.00

\$ 14,114.93

Transfers:

Transfer GF to Nutrition Fund \$50,620.09

Transfer ICS to GF \$500,000.00

Regular; Beginning Month 09/2023; Processing Month 07/2024; Fund Number 02, 03, 08,
09

Fund: 02 DEPRECIATION

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
02 101	CASH	694,344.03	2,884.92	124,997.55	572,231.40
Total:	Current Assets	694,344.03	2,884.92	124,997.55	572,231.40
Fund Balance					
02 704	FUND BALANCE	694,344.03	124,997.55	2,884.92	572,231.40
Total:	Fund Balance	694,344.03	124,997.55	2,884.92	572,231.40
Revenue					
02 1510	Interest Earned	0.00	0.00	2,884.92	2,884.92
Total:	Revenue	0.00	0.00	2,884.92	2,884.92
Expenditure					
02 2900 450 001	Construction Services	0.00	75,360.00	41,500.00	33,860.00
02 2900 450 002	Construction Services	0.00	8,075.00	0.00	8,075.00
02 2900 610 001	General Supplies	0.00	18,466.23	0.00	18,466.23
02 2900 610 002	General Supplies	0.00	21,357.82	0.00	21,357.82
02 2900 732 001	Vehicles: Autos, Vans, Buses	0.00	15,210.00	0.00	15,210.00
02 2900 732 002	Vehicles: Autos, Vans, Buses	0.00	18,590.00	0.00	18,590.00
02 2900 739 001	Other Equipment	0.00	9,438.50	0.00	9,438.50
Total:	Expenditure	0.00	166,497.55	41,500.00	124,997.55
Total:	02	1,388,688.06	294,380.02	172,267.39	1,272,345.27

Fund: 03 EMPLOYEE BENEFIT FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
03 101	CASH	13,357.72	244.75	0.00	13,602.47
03 106	Cafeteria Checking	3,794.18	0.00	0.00	3,794.18
Total:	Current Assets	17,151.90	244.75	0.00	17,396.65
Fund Balance					
03 704	FUND BALANCE	17,151.90	0.00	244.75	17,396.65
Total:	Fund Balance	17,151.90	0.00	244.75	17,396.65
Revenue					
03 1510	Interest Earned	0.00	0.00	244.75	244.75
Total:	Revenue	0.00	0.00	244.75	244.75
Total:	03	34,303.80	244.75	489.50	35,038.05

Fund: 08 SPECIAL BUILDING FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
08 101	CASH	169,527.55	731,150.58	5,503.09	895,175.04
08 131	Receivable Account	63,574.54	572,701.95	674,292.30	(38,015.81)
Total:	Current Assets	233,102.09	1,303,852.53	679,795.39	857,159.23
Fund Balance					
08 704	FUND BALANCE	233,102.09	5,503.09	629,560.23	857,159.23
Total:	Fund Balance	233,102.09	5,503.09	629,560.23	857,159.23
Revenue					
08 1100	Taxes Levied	0.00	0.00	470,239.86	470,239.86
08 1115	Carline Taxes	0.00	0.00	755.71	755.71
08 1120	Public Power District Sales Tax	0.00	0.00	252.61	252.61
08 1140	Penalties & Interest on Taxes	0.00	0.00	1,093.43	1,093.43
08 1510	Interest Earned	0.00	0.00	2,135.78	2,135.78
08 3130	Homestead Exemption	0.00	0.00	4,678.78	4,678.78
08 3131	Property Tax Credit	0.00	0.00	94,333.96	94,333.96
08 3180	Pro-Rate Motor Vehicle	0.00	0.00	1,347.60	1,347.60
08 5301	Insurance Adjustments: Claim	0.00	0.00	54,722.50	54,722.50

Regular; Beginning Month 09/2023; Processing Month 07/2024; Fund Number 02, 03, 08,
09

Fund: 08 SPECIAL BUILDING FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
	Settlements				
Total:	Revenue	0.00	0.00	629,560.23	629,560.23
Expenditure					
08 4300 450 001	Architecture & Engineering Construction Services	0.00	5,503.09	0.00	5,503.09
Total:	Expenditure	0.00	5,503.09	0.00	5,503.09
Total:	08	466,204.18	1,314,858.71	1,938,915.85	2,349,381.78

Fund: 09 QCPUF

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
09 101	CASH	237,997.03	1,083.19	33,437.68	205,642.54
09 131	Receivable Account	0.00	68.65	51.47	17.18
Total:	Current Assets	237,997.03	1,151.84	33,489.15	205,659.72
Fund Balance					
09 704	FUND BALANCE	237,997.03	33,437.68	1,100.37	205,659.72
Total:	Fund Balance	237,997.03	33,437.68	1,100.37	205,659.72
Revenue					
09 1100	Taxes Levied	0.00	0.00	41.38	41.38
09 1140	Penalties & Interest on Taxes	0.00	0.00	27.27	27.27
09 1510	Interest Earned	0.00	6.68	1,031.72	1,025.04
Total:	Revenue	0.00	6.68	1,100.37	1,093.69
Expenditure					
09 4500 431 001	Non-Technology Related Repairs & Maint	0.00	4,611.00	0.00	4,611.00
09 4500 450 001	Construction Services	0.00	28,820.00	0.00	28,820.00
Total:	Expenditure	0.00	33,431.00	0.00	33,431.00
Total:	09	475,994.06	68,027.20	35,689.89	445,844.13

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2023 - 07/2024

Regular; Beginning Month 09/2023; Processing Month 07/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	1,525.00	0.00	105,000.00	(105,000.00)	1,525.00
05 704 0100	Cheerleaders	3,122.54	7,669.65	186.28	4,360.83	0.00
05 704 0105	Cheerleading Fundraising	3,051.62	6,378.72	10,197.82	0.00	6,870.72
05 704 0110	Cross Country	0.00	1,096.52	0.00	1,096.52	0.00
05 704 0115	Cross Country Fundraising	12.22	504.83	130.00	0.00	(362.61)
05 704 0120	Football	1,462.98	27,594.40	8,578.39	17,553.03	0.00
05 704 0125	Football Fundraising	11,077.31	12,207.47	10,392.50	0.00	9,262.34
05 704 0130	Volleyball	0.00	9,773.55	388.66	9,384.89	0.00
05 704 0135	Volleyball Fundraising	18,212.70	13,361.69	994.90	0.00	5,845.91
05 704 0140	Basketball	1,513.66	54,165.96	9,390.86	43,261.44	0.00
05 704 0145	Boys Basketball Fundraising	911.73	755.16	962.00	0.00	1,118.57
05 704 0147	Girls Basketball Fundraising	2,225.79	4,121.95	7,586.60	0.00	5,690.44
05 704 0150	Wrestling	266.54	6,210.04	1,128.24	4,815.26	0.00
05 704 0155	Wrestling Fundraising	2,219.26	322.33	0.00	0.00	1,896.93
05 704 0160	Track	1,374.00	10,851.27	3,341.00	6,136.27	0.00
05 704 0165	Track Fundraising	8.65	0.00	0.00	0.00	8.65
05 704 0170	Girls Golf	0.00	1,086.90	565.00	521.90	0.00
05 704 0175	Girls Golf Fundraising	662.90	0.00	207.93	0.00	870.83
05 704 0180	Boys Golf	4,271.08	1,439.25	560.00	0.00	3,391.83
05 704 0185	Boys Golf Fundraising	629.32	695.00	623.77	0.00	558.09
05 704 0300	Class of 2024	2,074.39	986.00	623.00	0.00	1,711.39
05 704 0310	Class of 2025	3,784.39	8,031.88	6,120.02	0.00	1,872.53
05 704 0320	Class of 2027	142.61	0.00	835.50	0.00	978.11
05 704 0325	Class of 2028	0.00	88.31	599.45	0.00	511.14
05 704 0335	Class of 2026	450.45	726.24	4,566.50	0.00	4,290.71
05 704 0340	FBLA	6,194.15	18,649.06	18,368.26	0.00	5,913.35
05 704 0350	Daycare	(780.34)	531.85	0.00	1,312.19	0.00
05 704 0360	FCCLA	(2,456.73)	4,564.62	5,128.72	1,892.63	0.00
05 704 0370	FFA	19,289.39	32,665.38	20,785.09	0.00	7,409.10
05 704 0380	NHS	0.00	385.00	0.00	385.00	0.00
05 704 0390	Speech	0.00	1,456.89	0.00	1,456.89	0.00
05 704 0400	Student Council	46.25	566.50	294.00	0.00	(226.25)
05 704 0410	Letterclub	0.00	0.00	0.00	0.00	0.00
05 704 0430	7-12 Vocal	0.00	1,591.82	522.65	1,069.17	0.00
05 704 0440	Band	0.00	631.55	0.00	631.55	0.00
05 704 0445	Music Fundraising	1,553.28	0.00	0.00	0.00	1,553.28

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2023 - 07/2024

Regular; Beginning Month 09/2023; Processing Month 07/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0460	Play Production	0.00	915.70	24.00	0.00	(891.70)
05 704 0470	Mock Trial	0.00	168.30	0.00	168.30	0.00
05 704 0490	Art Club	1,925.09	568.81	3,266.30	0.00	4,622.58
05 704 0500	HS Quiz Bowl	0.00	0.00	564.40	0.00	564.40
05 704 0510	Jr High Quiz Bowl	0.00	0.00	1,080.90	0.00	1,080.90
05 704 0600	Plant-Greenhouse	81.11	1,849.67	2,227.00	0.00	458.44
05 704 0610	Pop Account	214.68	155.28	168.40	0.00	227.80
05 704 0620	Sp Ed Activity A/C	703.60	0.00	61.00	0.00	764.60
05 704 0630	Revolving	0.00	10,063.28	1,973.33	10,954.13	2,864.18
05 704 0640	Special Purchasing	5,571.33	0.00	0.00	0.00	5,571.33
05 704 0650	Box Tops for Education	0.00	0.00	87.30	0.00	87.30
05 704 0660	Annual	0.00	6,416.39	800.00	0.00	(5,616.39)
05 704 0665	DCS News	200.00	262.00	207.20	0.00	145.20
05 704 0670	Computer Technology	774.84	258.00	0.00	0.00	516.84
05 704 0680	Sunshine Committee	0.00	190.02	300.00	0.00	109.98
05 704 0690	Concessions	3,108.69	24,194.46	22,048.53	0.00	962.76
05 704 0800	Grade Activity	8,239.10	8,167.17	3,768.40	0.00	3,840.33
05 704 0830	Stratton	939.04	0.00	0.00	0.00	939.04
Fund Total: 05		104,602.62	282,318.87	254,653.90	0.00	76,937.65

Regular; Beginning Month 09/2023; Processing Month 07/2024; Fund Number 06

Fund: 06 NUTRITION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
06 101	CASH	13,057.88	348,939.86	356,846.48	5,151.26
06 103	Payroll Cash	184.62	178,167.10	223,661.94	(45,310.22)
Total: Current Assets		13,242.50	527,106.96	580,508.42	(40,158.96)
Current Liabilities					
06 450	PAYROLL DEDUCTION PAYABLE	0.00	205.75	205.75	0.00
06 451	FICA PAYABLE	0.00	16,378.74	16,378.74	0.00
06 452	FIT PAYABLE	0.00	3,882.64	3,882.64	0.00
06 453	INSURANCE PAYABLE	0.00	7,828.30	7,828.30	0.00
06 454	RETIREMENT PAYABLE	0.00	14,807.35	14,807.35	0.00
06 455	SIT PAYABLE	0.00	2,239.24	2,239.24	0.00
Total: Current Liabilities		0.00	45,342.02	45,342.02	0.00
Fund Balance					
06 704	FUND BALANCE	13,242.50	299,594.22	246,192.76	(40,158.96)
Total: Fund Balance		13,242.50	299,594.22	246,192.76	(40,158.96)
Revenue					
06 1510	Interest Earned	0.00	0.00	95.61	95.61
06 1611	Daily Sales-School Lunch Program	0.00	8.40	93,713.77	93,705.37
06 1612	Daily Sales-School Breakfast Program	0.00	0.00	26,408.61	26,408.61
06 1990	Other Local Receipts	0.00	0.00	127.65	127.65
06 3150	State Reimbursement	0.00	0.00	1,021.94	1,021.94
06 4210	Federal Reimbursement	0.00	0.00	29,439.63	29,439.63
06 5200	Transfers from General Fund	0.00	30,594.80	93,741.70	63,146.90
Total: Revenue		0.00	30,603.20	244,548.91	213,945.71
Expenditure					
06 2190 610 002	General Supplies	0.00	8.58	0.00	8.58
06 3100 110 001	Salaries of Regular Employees-Non-Instru	0.00	43,252.80	0.00	43,252.80
06 3100 110 002	Salaries of Regular Employees-Non-Instru	0.00	44,025.36	0.00	44,025.36
06 3100 120 001	Salaries of Temporary Employees-Non-inst	0.00	3,347.89	0.00	3,347.89
06 3100 120 002	Salaries of Temporary Employees-Non-inst	0.00	6,740.68	0.00	6,740.68
06 3100 130 001	Overtime-Non Instructional Staff	0.00	353.22	0.00	353.22
06 3100 130 002	Overtime-Non Instructional Staff	0.00	245.50	0.00	245.50
06 3100 210 001	Group Insurance-Non Instructional	0.00	2,991.05	0.00	2,991.05
06 3100 210 002	Group Insurance-Non Instructional	0.00	2,991.05	0.00	2,991.05
06 3100 220 001	Social Security-Non Instructional	0.00	3,592.00	78.19	3,513.81
06 3100 220 002	Social Security-Non Instructional	0.00	3,902.39	78.79	3,823.60
06 3100 230 001	Retirement-Non Instructional	0.00	3,687.40	0.00	3,687.40
06 3100 230 002	Retirement-Non Instructional	0.00	3,753.12	0.00	3,753.12
06 3100 270 001	Worker's Comp-Non-Instructional Staff	0.00	1,510.20	0.00	1,510.20
06 3100 270 002	Worker's Comp-Non-Instructional Staff	0.00	1,845.80	0.00	1,845.80
06 3100 431 001	Non-Technology Related Repairs & Maint	0.00	175.89	0.00	175.89
06 3100 580 001	Travel: Transportation, Meals, Hotel	0.00	279.00	87.75	191.25
06 3100 580 002	Travel: Transportation, Meals, Hotel	0.00	649.30	107.25	542.05
06 3100 610 001	General Supplies	0.00	4,783.28	0.00	4,783.28
06 3100 610 002	General Supplies	0.00	6,091.44	4.10	6,087.34
06 3100 630 001	Food: School Food Service Program	0.00	57,716.53	512.55	57,203.98
06 3100 630 002	Food: School Food Service Program	0.00	76,992.04	775.22	76,216.82
06 3100 810 001	Dues & Fees: Memberships, Student Fees	0.00	25.43	0.00	25.43
06 3100 810 002	Dues & Fees: Memberships, Student	0.00	31.07	0.00	31.07

Regular; Beginning Month 09/2023; Processing Month 07/2024; Fund Number 06

Fund: 06 NUTRITION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
	Fees				
Total:	Expenditure	0.00	268,991.02	1,643.85	267,347.17
Total:	06	26,485.00	1,171,637.42	1,118,235.96	400,974.96

US BANK Credit Card July 2024

06/24/2024	CopperMill Steakhouse	Conf	38.39
06/25/2024	McDonalds	Meal	27.72
06/27/2024	Mai Thai	Conf	31.47
06/27/2024	Courtyard Marriott	Conf	487.42
06/28/2024	Misc	NLC FCCLA	2252.54
07/02/2024	FEDEX	Mail to Phillipines	226.26
07/03/2024	United	Bags	40.00
07/10/2024	Clear Touch	Supplies	88.75
07/11/2024	NSP	Background Cks	31.00
07/12/2024	Hospitality Inn	Bookkeeping Conf	194.65
07/15/2024	TPT	Supplies	98.00
07/16/2024	NCA	Coaches Clinic	67.60
07/16/2024	Applebees	Bookkeeping Conf	19.44
07/17/2024	Conoco	Fuel	58.69
07/22/2024	Toast	Coaches Clinic	59.78
07/22/2024	Runza	Coaches Clinic	25.74
07/22/2024	Asian Buffett	Coaches Clinic	39.11
07/23/2024	Country Inn	Coaches Clinic	134.96
07/23/2024	HyVee	Coaches Clinic	27.31
07/23/2024	Arby	Coaches Clinic	22.77
07/23/2024	Hunans	Conf	14.53
07/23/2024	New Vict Inn	Conf	159.92
07/23/2024	Mom & Dad BBQ	Admin Conf	15.16
07/23/2024	Super C7	Fuel	43.10
07/24/2024	Pepperjax	Admin Conf	14.61
07/24/2024	Phillips	Fuel	42.00

4260.92

7.B. Handbooks

Action Item

Approval for the Staff, Student, and Activity Handbooks

Motion to approve the Staff Handbook for the 2024-2025 school year Passed with a motion by Steve Guernsey and a second by Jennifer Fries.

Jennifer Fries: Yea

Steve Guernsey: Yea

Ted Henderson: Yea

Nick Ladenburger: Yea

Kent Lorens: Yea

Cole Lutz: Yea

Shad Stamm: Yea

Motion to approve the Student Handbook for the 2024-2025 school year Passed with a motion by Jennifer Fries and a second by Steve Guernsey.

Jennifer Fries: Yea

Steve Guernsey: Yea

Ted Henderson: Yea

Nick Ladenburger: Yea

Kent Lorens: Yea

Cole Lutz: Yea

Shad Stamm: Yea

Motion to approve the Activity Handbook for the 2024-2025 school year Passed with a motion by Kent Lorens and a second by Cole Lutz.

Jennifer Fries: Yea

Steve Guernsey: Yea

Ted Henderson: Yea

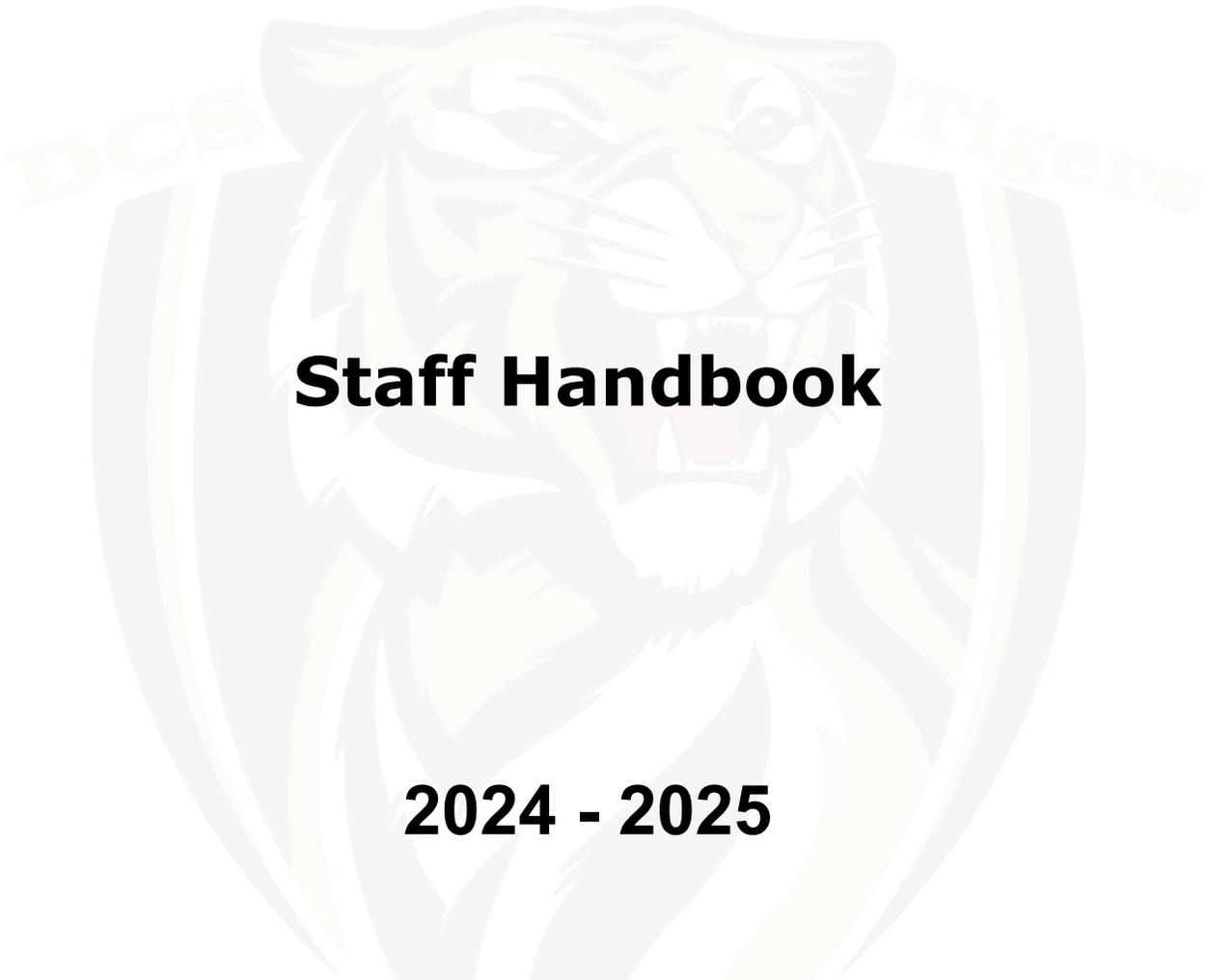
Nick Ladenburger: Yea

Kent Lorens: Yea

Cole Lutz: Yea

Shad Stamm: Yea

Dundy County Stratton Schools



Staff Handbook

2024 - 2025

400 9th Avenue West
Benkelman, NE 69021
Phone: (308) 423-2738

TABLE OF CONTENTS

INTRODUCTION	7
NONDISCRIMINATION	7
DRUG-FREE WORKPLACE REQUIREMENT	9
SECTION I	10
POLICIES AND PROCEDURES REGARDING ALL STAFF	10
Accidents and Injuries	10
Activity Accounts and Fundraising	10
Activity Tickets	10
Agents, Salesmen and Other Business Representatives	10
Announcements and Circulars	10
Bell Schedule	11
Board Policies, Rules, and Directives	11
Child Abuse	11
Complaint Procedure	12
Complaint and Appeal Process.	12
No Retaliation.	15
Special Rules	15
Bad Faith or Serial Filings	16
Computers and the Internet: Acceptable Use by Staff	16
Conflict of Interest	16
Contact Information	16
Copyright and Fair Use	17
Corporal Punishment	17
Crisis Response Team	17
Disability Leave (Short-Term)	17
Discrimination and Harassment	18
Driving (both school and personal vehicles)	19
Dress Code	19
Drug Tests	20
Duty to Report	20
Electronic Communication While Driving	20
Expenses	21

Family and Medical Leave (FMLA)	21
In-School Communication	21
Intellectual Property	21
Jury and Witness Duty Leave	21
Keys	22
Locker Room Supervision	22
Maintenance & Cleaning Request Forms	22
Meals Program	22
Military Leaves of Absence	22
Milk Expression	23
News and Press Releases	23
Newsletters	23
Obligations Related to American Civics Instruction	23
Outside Employment	23
Political Activities	23
Pregnant or Parenting Students	24
Professional Boundaries Between Staff and Students	25
Professional Growth	25
Purchasing	26
Records and Reports	26
Recordings of Students and Classrooms	26
School Calendar	26
School Property	27
School Vehicle Use	27
Security	27
Smoking on School Premises or at School Activities	27
Sniffer (Drug) Dogs	28
Social Media Usage by Staff	28
Solicitation and Distribution of Merchandise	28
Staff Room	28
Student Interviews	28
Telephones	28
SECTION II	30
Threat Assessment and Response	30
Team Concept	30

Superintendent as Primary Investigator and Decision-Maker	33
Ticket Taking	35
Transportation Request Forms	35
Visitors	36
Wage and Salary Payments	36
Weather-Related Closings	37
Workplace Searches	37
SECTION III	38
POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF	38
Absences	38
Assemblies	39
Assignment Notebooks (Elementary/Special Situations)	39
Assignment of Teachers	40
Certificates, Teacher Contracts, Salary Information	40
Cheating	40
Check-out Forms	40
Class Record Books	41
Classroom Management and Student Discipline	42
Classroom Sanitation	43
Coaching Supplies	43
Collection of Student Money	43
Community Involvement	44
Computer Lab	44
Display of Classroom Work in the School and the Community	44
Duties of Certified Staff	45
Eligibility Grades 7-12	45
Extracurricular Activities	46
Evacuations	46
Evaluations	48
Examinations	48
Faculty Meetings	48
Field Trip Request Forms	48
Grading Policy	48
Guest Lecturers	49
Hall Duty	49

Homework Policy	50
Instructional Materials	50
Lesson Plans	50
Media Center	50
Paraeducators	51
Parent-Teacher Communication	51
Parking	52
Parties	52
Planning Time	52
Infinite Campus	52
Private Tutoring	53
Pupils' Records	53
Rights of Certified and Probationary Teachers	53
School Day	54
Sponsors	54
Student Activities	54
Student Aides	54
Student Attendance	55
Student Attire	55
Student Illness	55
Student Medication	55
Student Searches	56
Substitute Teaching During Planning Period	56
Teaching Controversial Issues	56
Textbooks	57
SECTION IV	58
STAFF DIRECTORY	58
SECTION V	61
Internet Usage	61
I. Staff Expectations in Use of the Internet	61
A. Acceptable Use While on Duty or on School Property	61
B. Unacceptable Use While on Duty or on School Property	61
II. School Affiliated Websites	62
III. Enforcement	62
A. Methods of Enforcement	62

B. Any violation of school policy and rules may result in that staff member facing:	63
IV. Off-Duty Personal Use	63
SCHOOL CALENDAR	64
ACKNOWLEDGMENT OF RECEIPT	65

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION **IN EDUCATION PROGRAMS AND ACTIVITIES**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Alan Garey at (308) 423-2738, superintendent@dcstigers.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org, P.O. Box 586 Benkelman, NE 69021 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: www.dcstigers.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org , P.O. Box 586 Benkelman, NE 69021 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 423-2738, alan.garey@dcstigers.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENT

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

SECTION I

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission. The District is trying to host no more than three (3) fundraisers at any given time. Permission must be granted by school administration and ultimately the Superintendent prior to its beginning.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

			Friday	
	Begin	End	Begin	End
First Period	8:00	8:45	8:00	8:38
Second Period	8:48	9:33	8:41	9:19
Third Period	9:36	10:21	9:22	10:00
PAWS	10:24	10:44	10:03	10:28
Fourth Period	10:47	11:32	10:31	11:09
Fifth Period	12:05	12:50	11:12	11:50
Sixth Period	12:53	1:38	12:23	1:05
Seventh Period	1:41	2:25	1:08	1:46
Eighth Period	2:28	3:30	1:49	2:30

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;

- 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules

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

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

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

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

Bad Faith or Serial Filings

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association.

Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Alan Garey at (308) 423-2738, superintendent@dcstigers.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Alan Garey at (308) 423-2738, superintendent@dcstigers.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. **Staff members are not to use cell phones while driving a school vehicle or while transporting students.** Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing. Unacceptable forms of Dress and Appearance unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance include:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including leggings, sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily

suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

Drug Tests

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District’s Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred
- Any arrest for any reason
- Any criminal conviction
- Any sentence of incarceration
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect
- Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee
- Any action or threat of action by any entity against the employee’s driver’s license or ability or authority to operate a motor vehicle if the employee’s job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned in with KISSFLOW.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.60 per day. The lunch price includes one carton of milk. Extra cartons cost \$.50 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Activity sponsors and other staff who are involved in newsworthy activity

should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter or communication. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission to help tell our story.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses
2. The arrangement of meeting times with teachers
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete Suicide Prevention (<https://txspc.learnworlds.com/course/gatekeeper>) and Bus Driver/Student transportation training and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Professional growth will be tracked on a District provided form to house professional development trainings, seminars, and certifications. Doing this will aid in certification and in some cases help provide evidence in what a staff member has been trained in.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent. Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar. Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office. Staff are encouraged to put maintenance requests through Kissflow.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night. Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts/district app. to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. **It is not for student use and staff members should not hold student conferences there.** Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

SECTION II

Threat Assessment and Response

Team Concept

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

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of (1) Superintendent, (2) 7-12 Principal, (3) Elementary Principal, (4) Counselor, (5) Mr. Schields as Staff liaison, and (6) members of Benkelman Police and (7) Dundy County Sheriff's Departments (8) the technology coordinator will serve as technology adviser, (9) Sandy Noffsinger, and (10) Jennifer Fries will represent the board of education. (11) Nurse will represent the health profession, and (12) school psychologist. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

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

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

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

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

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

Superintendent as Primary Investigator and Decision-Maker

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

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

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

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles. A reasonable request of 5 school days prior to the event is expected for transportation request forms.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on or before the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on Coyote Country KIOD 105.3, the district website: dcstigers.org , Facebook and Twitter.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

SECTION III

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Paid Time Off

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m. or have their request posted in Time Clock Plus (TCP) by this time. A full-time faculty member shall be eligible for fifteen (15) full days of paid time off (PTO) leave each contract year. Part-time faculty members receive annual PTO days on a prorated basis. If a faculty member does not use all their annual PTO days by the end of the contract year, the employee has the option to receive \$50 per day or the unused days shall be added to the faculty member's sick bank. The total amount of days in the sick bank that can accrue is 50. If the number of days in the bank exceeds 50, the employee will be paid the sum of \$50 per day for the excess. These bank days may only be used once all Paid time off days have been used per year, and may be only used for illnesses, either personal or immediate family as designated by FMLA guidelines. While personal leave may be taken without designating the reason for the leave, the following conditions will apply.

Limitations on and Approval of PTO

1. Employees will be limited to taking 5 consecutive days, and
2. If the leave is discretionary the employee may be asked to assist in securing a sub if adequate coverage is not found or asked to reschedule the day off. In these circumstances, certified staff requests for PTO will be allowed in special and unavoidable circumstances. These include, when the leave is specifically related to illness or emergency situation, or for other urgent and unavoidable situations. Documentation may be required **Employees are discouraged from taking PTO prior to or after a scheduled break, or during any staff inservice days.**

2. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for

professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

3. **Substitute Folders**

Each teacher **must** prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class
- b.) the daily routine followed by each class
- c.) all schedules (fire drill procedures, lunch schedule, etc.)
- d.) a copy of this handbook
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order. We operate as a family and hope to celebrate the accomplishments of our students and staff.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks (Elementary/Special Situations)

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number
- b. retirement number
- c. withholding form W-4
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) may be sent to the building principal for administrative discipline. The classroom teacher is authorized to give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. **Student records must fairly and accurately represent the actual present level of educational performance of a student.** Delayed reporting of student grades is unprofessional and indefensible. All classroom teachers are required to keep class record books which list students (in each class) in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after-school practice or other school activity.

Both elementary and secondary **certified staff are responsible for assisting with hallway discipline** between classes and in the school lunchroom. This will minimize the opportunity for misbehavior and encourage positive interactions.

Classes should begin on time and end promptly. At the JH/HS bell work will be posted to provide students with a task to complete upon entry. Work should continue throughout the period assigned for it using a **bell to bell** educational philosophy. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal. Students need to check out at the office before leaving school grounds.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period. Doors will be locked and shut upon the bell. Tardy students must report to the office.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Dundy County Stratton Public School, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. No food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Tell our story...our way. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use it during a night activity. Certified staff must contact the principal before displaying student work at an evening activity. Any items posted in the hallways (other than student work) must be approved through the administration and have Roar Tigers! sticker placed on them indicating it has been approved for display.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly or one class for two consecutive weeks. The grading period will end at the conclusion of school on the last school day of the week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Semester eligibility will be based on the weekly cumulative semester mathematical average of each student. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events
2. Cheerleading

3. Music competition, performances (except Christmas and Spring concerts), and clinics
4. All school dances
5. Other activities deemed appropriate by the principal

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund-raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency. When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card, all students accounted for
 - 2) hold up a Red Card, missing student (s) listed

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the evacuation areas, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms will be shared with staff early in the school year and are available upon request.

Examinations

Semester examinations will be given in all classes except physical education and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be **present at all faculty meetings** unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 8:30 a.m. on each Monday. A pupil should never be placed on the "pupils failing" list without first being on the "pupils about to fail."

Grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade cannot be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

<u>Report Cards</u>	<u>Numerical Scale for Report Cards</u>	
A= Excellent	93-100 = A	
B= Above Average	85-92 = B	
C= Average	76-84 = C	
D= Below Average	65-75 = D	
F= Failing	64 and below = F	
S= Satisfactory Progress		U= Unsatisfactory Progress

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

<u>1st Grade – 4th Grade</u>	<u>5th-6th Grade</u>
<u>A, B, C, D, F</u>	<u>A, B, C, D, F</u>
Reading	Reading
Math Math	
Spelling	Spelling
Language	Language
Science	Science
HealthHealth	Social Studies
<u>S/U</u> <u>S/U</u>	
Social Studies	Penmanship
Penmanship	Art
Art	

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources. Homework is practice and should be a SMALL portion of the overall grade.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives/learning targets/intentions and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 8:00 a.m. on Monday of each week if required by your building principal.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the Commons parking lot, nearest the building, reserved for them. **Students, other than seniors, are not to park their cars in the staff lot. All other students should park in the parking lot south of the football field.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period/beginning session. Lunch count will also be taken with Infinite Campus

Classroom teachers will be required to synchronize the Infinite Campus application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install Infinite Campus on their home computer.

Certified staff who have trouble/problems with Infinite Campus, should contact Jody Crouse, Lisa Fox, or the Technology Coordinator.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides, when approved, are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate

student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal. Please reference the Dress Code section of the Student Handbook.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be asked to substitute during their planning period and will be compensated for it. [Located in the negotiated agreement under Article IX, Miscellaneous]

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.

- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to students, keeping a record of the number and condition of the book assigned. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution. Students are to pay for lost or damaged books. Student textbooks must be covered with a book cover. Workbooks do not become the property of the students and in most cases should be retained by the school.

SECTION IV

STAFF DIRECTORY

Members of the Board of Education

Sandy Noffsinger	President
Shad Stamm	Vice-President
Jennifer Fries	Secretary
Nick Ladenburger	Treasurer
Jordan Stroup	Member
Steve Guernsey	Member
Kent Lorens	Member
Cole Lutz	Member
Ted Henderson	Member

Administration and Office Staff

District

Alan Garey	Superintendent
Ronda Sargent	Business Manager
Robert Castillo	Transportation Supervisor
Richard Reichert	Maintenance Supervisor
Rochelle Craft	Purchasing and Activities
Tim Rettele	Activities Director
.	IT Specialist
Laura Kliesen	Nurse
Jennifer Garcia	ELL
Jessie Krug	Media
Alisha Shapley	Kitchen Manager

High School

Sandy O'Neil	High School Principal
Jody Crouse	High School Secretary

Elementary

Kris Freeland	Elementary Principal
DeAnn Davis	Elementary Secretary

Instructional Staff

Elementary

Hannah Stroup	Pre-school
Paige Strand	Kindergarten
Ashlynn Picquet	1st grade

Tanisha Fahrenholtz	2nd grade
Allie Behlke	3rd grade
Shelby Zoltenko	4th grade
JoLen Stamm	5th grade
Lesley Marshall	6th grade
Courtney Gritzuk	Special Education
Megan Spargo	K-6 PE
Kale Schields	Elementary Math
Tracy Lambley	Title I
Jeanne Downey	Title I
Marilyn Zarkowski	K-6 Art
Celger Venzon	Music and Band
Julie Shillington	Accompanist
Kylee Forch	Counseling
Dee Blecha	Para
Kimberlee Cole	Para
Ashlyn Olivias	Para
Amanda Haskell	Para
Sarah Nix	Para
Aleta Norris	Para
Emily Weishapl	Para
Harleigh Wissink	Para
Danielle Zuege	Para
Shaylee Davis	Para

High School

Karla Brown	Math
Jen Loker	Math/Spanish
Ryan Zuhlke	Math/Social Studies/STEM/JH PE
Matt Schaub	Social Studies/JH PE
Tammi Carmichael	Science
Elisha Hinojosa	Science
Tracy Peckham	English/Speech/Mock Trial
Emily Cameron	English/One Act/Spring Play
Lisa Fox	Computers and Technology
Tim Rettele	Business/AD
Lindsay Anderson	FACS
Ben Killingsworth	Industrial Technology
Kayla Mues	Vocational Agriculture
Celger Venzon	Instrumental Music, Vocal Music
Mike Spargo	PE, Weights and JH PE
Megan Spargo	Health/JH PE
Marilyn Zarkowski	Art
Kylee Forch	Counseling, JH PE
Alyson Lunsford	Special Education
Sherrie Johnson	Para

Sharon Archer Para
Julie Shillington Para

Child Nutrition Program

Rick Rinde Cook
Vickie Thornbrugh Cook

Custodians

Walter Zarkowski District
Michelle Myers High School
Ryan Cameron District
Gene Sargent District

Transportation Department

Tami Jesch Route Driver
Bernard Andrijeski Route Driver
Justin Miller Route Driver
Colleen Wilson Route Driver
Davina Sanford Route Driver
Mary Castillo Route Driver
Rick Confer Activity Driver
Greg Taylor Route Driver

SECTION V

Internet Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

SCHOOL CALENDAR

Dundy County Stratton School Calendar 2024-2025

		August						
		s	m	t	w	t	f	s
3	12					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

8 - Workday - McCook

1-3 - no school

Christmas Break

6 - Inservice

7 - resume school

13 - Workday

14 - Workday

15 - School starts

January

		January						
		s	m	t	w	t	f	s
					1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

		September						
		s	m	t	w	t	f	s
1	19							
4	31	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					

2 - Labor Day

3-Inservice

10 - PTC

23-Inservice

30-PTC - Elementary 3-8pm

February

		February						
		s	m	t	w	t	f	s
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	

		October						
		s	m	t	w	t	f	s
1	21							
5	52			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		

17 - Inservice

12 - End of third quarter

16 - End of first quarter

13, 14 - Spring Break

18 - Fall Break

March

		March						
		s	m	t	w	t	f	s
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					

		November						
		s	m	t	w	t	f	s
1	17						1	2
6	89	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

13 - Inservice

9- Inservice

27,28, 29 - no school
Thanksgiving

18 - Good Friday

21 - Easter Monday

April

		April						
		s	m	t	w	t	f	s
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30			

		December						
		s	m	t	w	t	f	s
0	15	1	2	3	4	5	6	7
6.0	84	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

20 - End of 2nd Quarter

21 - Last day of Spring Semes

23-31 - no school

22 - Workday/Flex

Christmas Break

May

		May						
		s	m	t	w	t	f	s
						1	2	3
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31

	Workday
	School Day/PTC
	Holiday/Break-No School
	End of Quarter

Student Days	175.0
Teacher/Student Day	185.0

ACKNOWLEDGMENT OF RECEIPT

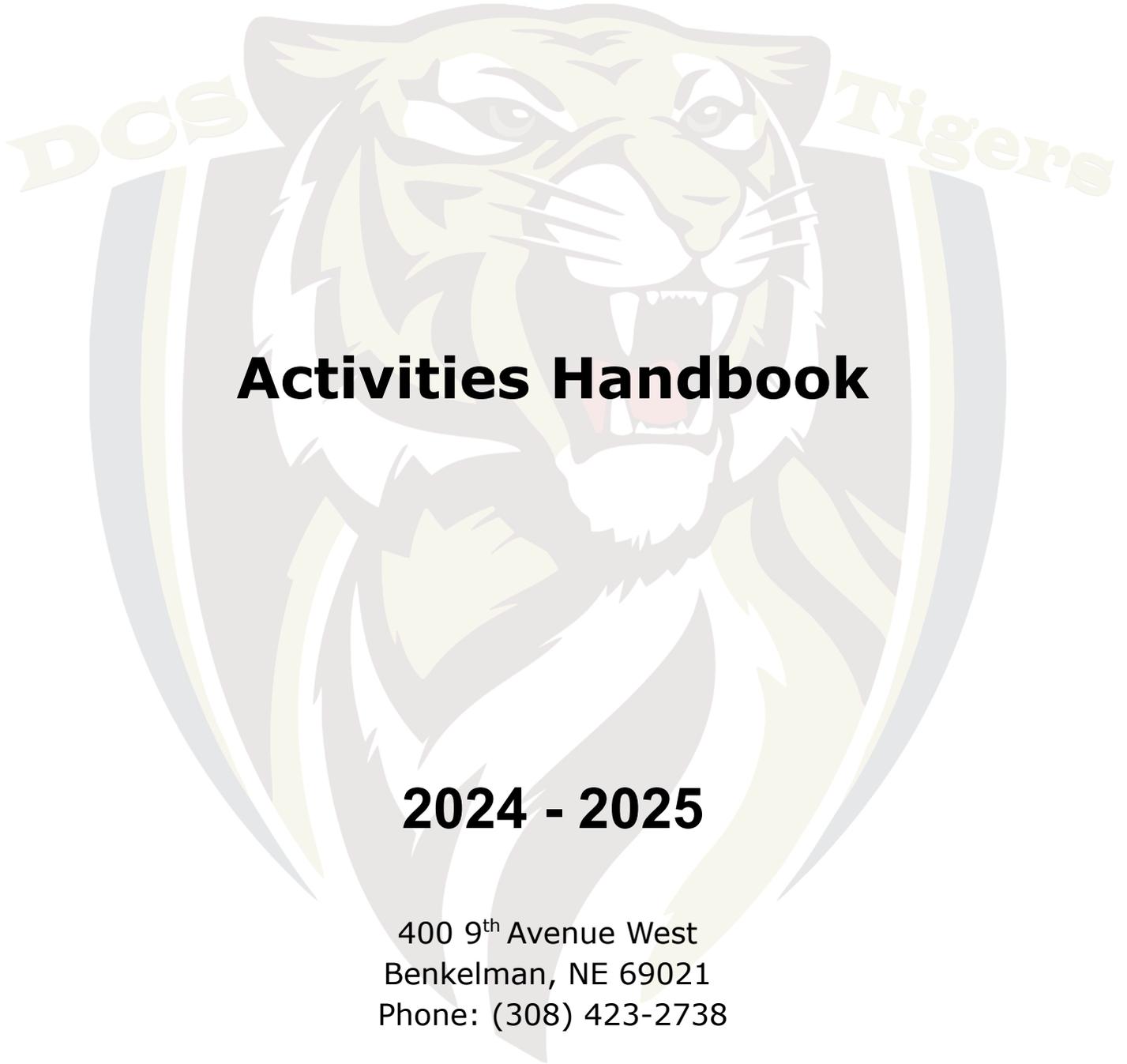
I acknowledge that I have received a copy of the Dundy County Stratton School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Printed Name

Signature

Date

Dundy County Stratton Schools



Activities Handbook

2024 - 2025

400 9th Avenue West
Benkelman, NE 69021
Phone: (308) 423-2738

Table of Contents

ACKNOWLEDGEMENT OF CONDUCT OF CODE.....	5
Acknowledgement of Drug Policy Introduction.....	5
Notice of Nondiscrimination.....	6
SECTION ONE:.....	7
GENERAL INFORMATION.....	7
Academic Eligibility.....	7
Attendance at Practices and Contests.....	7
Closings.....	8
Colors.....	8
Complaint Procedure.....	8
Concussion Awareness.....	8
Dances.....	9
Junior High/Middle School Dances.....	9
High School Dances.....	9
Homecoming and Prom.....	10
Electronic Communication.....	10
Equipment.....	10
Fundraising.....	10
Individual Training Rules and Rules of Conduct.....	11
Initiations and Hazing.....	11
Injuries.....	11
Insurance.....	12
Lettering Requirements.....	12
Mascot.....	12
Practices.....	12
Secret Organizations.....	12
Student Manager, Helpers, or Activity Aids.....	13
Sunday and Wednesday Night Activities.....	13
Transportation.....	13
Weight Room.....	13
Student Fees: REFER TO STUDENT FEES POLICY 5045.....	14
SECTION TWO.....	15
AVAILABLE EXTRA CURRICULAR ACTIVITIES.....	15
Academic Quiz Bowl.....	15
Art Club.....	15
Athletic Teams.....	15
Band.....	15
Cheer Squad.....	15
Family Career and Community Leadership of America (FCCLA).....	15

Future Business Leaders of America (FBLA).....	15
Future Farmers of America (FFA).....	16
HOSA.....	16
Mock Trial.....	16
National Honor Society.....	16
Play Production (One Act).....	16
School Play/Musical.....	16
Show Choir.....	16
Student Government (Council).....	17
Speech Team.....	17
Student Publications.....	17
SECTION THREE:.....	18
NEBRASKA STATE ACTIVITY ASSOCIATION RULES.....	18
Eligibility.....	18
NSAA Sportsmanship Rules.....	20
SECTION FOUR:.....	21
CODE OF CONDUCT.....	21
Standard of Conduct.....	21
Coach and Sponsor Rules.....	21
Prohibited Conduct.....	22
Discipline.....	24
Drugs and Alcohol.....	25
Violations.....	26
When Suspensions Begin.....	27
Evaluation, Counseling, and Treatment.....	27
Self-Reporting.....	28
Determining a Violation Has Occurred.....	28
Procedures for Extracurricular Discipline.....	29
Letters and Post-Season Honors.....	30
Reporting of Incident.....	30
Discipline Procedures.....	31
Review of Investigator’s Decision.....	31
Misrepresentations.....	31
Questions.....	31
Assistance.....	31
SECTION FIVE:.....	32
A Parent’s Guide to Concussions.....	32
WHAT IS A CONCUSSION?.....	32
CONCUSSION FACTS.....	32
WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?.....	32
Signs Observed by Parents or Guardians.....	32

Symptoms Reported by Athlete.....	33
WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?.....	33
WHEN IN DOUBT – SIT THEM OUT!.....	33
WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?.....	33
HOW CAN A CONCUSSION AFFECT SCHOOLWORK?.....	34
WHAT CAN YOU DO?.....	35
OTHER FREQUENTLY ASKED QUESTIONS:.....	35
SECTION SIX:.....	37
Signature Pages.....	37
ACKNOWLEDGEMENT OF CONDUCT CODE.....	38
Appendix A.....	39
Board Policy #5504.....	39
Board Policy #5503.....	44
Appendix B.....	46
CONSENT TO PERFORM RANDOM DRUG TESTING.....	46
Appendix C.....	47
WITHDRAWAL OF STUDENT FROM ACTIVITY.....	47

ACKNOWLEDGEMENT OF CONDUCT OF CODE

Acknowledgement of Drug Policy Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self confidence and self-esteem. Dundy County Stratton Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. 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 is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Alan Garey at (308) 423-2738, superintendent@dcstigers.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: dcstigers.org.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 423-2738, superintendent@dcstigers.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

SECTION ONE: GENERAL INFORMATION

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy #6028 including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week or not less than a 70% grade in one class for two consecutive weeks to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible. Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

- 1) Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

- 2) Attend school a **full day** before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences, or as approved by administration.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Dundy County Stratton Public School colors are Maroon, Blue, White, and Gold.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www.dcstigers.org.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTIVE™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 1. The signs and symptoms of a concussion;
 2. The risks posed by sustaining a concussion; and
 3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any

school supervised team athletic activities involving physical exertion, including practices or games, until the student:

1. has been evaluated by a licensed healthcare professional
2. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student
- b. the signs and symptoms of a concussion or brain injury that were observed
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

Junior high/middle school (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Dundy County Stratton High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will

not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to 7-12 students and guests of Dundy County Stratton High School.

The Junior/Senior Prom is open to students and guests of the Dundy County Stratton High School junior and senior classes. Guests must follow all rules that our students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. Email will be the approved method of communication between teachers and students and parents. Electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation. Students may NOT use cell phones or other electronic devices while riding in a school vehicle unless they have expressed permission to do so from the vehicle's driver/sponsor. (DCS Student Handbook page 19)

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration and ultimately the superintendent of schools. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent. Every attempt will be made to minimize

the number of fundraisers occurring at any given time. The district will venture to participate in 3 or less fundraising events at one time.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

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

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

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

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

Are determined by individual coaches prior to the season and defined in their sport handbooks. Lettering requirements will be updated in writing each year to/with the activities director.

Mascot

The official emblem for boys' and girls' athletic teams is the Tiger. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal and activity director, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.
3. Sign and return the Random Drug Testing Policy form
4. Complete impact testing baseline exam

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student managers, volunteers, and activity aids must comply with all of the rules and procedures contained in this handbook. All student managers, volunteers, and activity aids are subject to activity director approval.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs as defined by sport specific coaches (volleyball, basketball, track, football, golf, cross country)
5. Adult education

Student Fees: REFER TO STUDENT FEES POLICY 5045

SECTION TWO

AVAILABLE EXTRA CURRICULAR ACTIVITIES

Academic Quiz Bowl

Academic Bowl is an all-subject buzzer-based academic quiz competition. We offer teams for high school (9-12), junior high (7-8) and elementary (K-6) school quiz bowl teams.

Art Club

Membership is open to those students who wish to work on out-of-class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Athletic Teams

Fall

Cross County
Football
Girls Golf
Volleyball

Winter

Basketball
Wrestling

Spring

Boys Golf
Track

Band

The school district sponsors a pep band in addition to a concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Family Career and Community Leadership of America (FCCLA)

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

HOSA

Students interest in the health science should join this.

Mock Trial

Students participate in rehearsed *trials* to learn about the legal system in a competitive manner.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school. Student members shall be selected from the sophomores, junior and senior classes by the Selection Committee. The results of the selection will be announced at an honors convocation.

Play Production (One Act)

The Play Production team participates in competitions performing a rehearsed short play. Team and cast members work with lighting, costumes, stage changes and all aspects of putting on the production.

School Play/Musical

The school play and musical are offered in alternating years. This is a more involved and longer time frame than the one act troupe. Cast members work with sound, lighting, costumes, stage changes and all aspects of putting on the production.

Show Choir

The school district sponsors a show choir in addition to a concert choir. Participants do not have to be enrolled in choir class but they must try out. Participants are encouraged to be enrolled in choir.

Student Government (Council)

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

Speech Team

Students compete in several different categories of competition. These include current events, speaking, and several theater-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

SECTION THREE:

NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student are ineligible if they are nineteen years of age before August 1 of the current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
7. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student
 - a. has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated.
 - b. elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
8. **Student eligibility related to domicile can be attained in the following manners:**

- a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
9. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 10. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2024-25 school year prior to May 1, 2024; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2024. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2024, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 11. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

12. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exceptions in Swimming and Diving.)
13. A student shall not participate on an all-star team while a high school undergraduate.
14. A student must maintain his/her amateur status.

Such conduct is prohibited during the school year, regardless of whether it occurs on -campus or off. School year means the period commencing on the first day of fall sports practice through the last day of spring practice, events, or attendance at school for a given school year.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Dundy County Stratton Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnished the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules

Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or while in attendance at the activity or event.

Prohibited Conduct

Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.

12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Discipline

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremonies and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct
2. The nature and seriousness of the offense
3. The motivation for the offense
4. The amount of violence involved
5. The student's demeanor and attitude regarding the violation
6. The actual, threatened, or potential risk to the student and others due to the student's behavior
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury
8. Whether the circumstances of the violation are likely to recur
9. The student's willingness to participate in evaluations, counseling, or other programs
10. Any mitigating factors
11. Any other relevant factors

If suspended, the student will not be allowed to participate in school activities including practice unless arrangements between the coach and administration are made. Failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Drugs and Alcohol

This policy is enforced in two levels:

Junior High Level - 7th & 8th Grade

Senior High Level - 9th through 12th Grade

When students exit the Junior High level and the Senior High level, the number of violations will reset to zero. Example – A student with three violations that is moving from Junior High to Senior high would have their violations reset to zero.

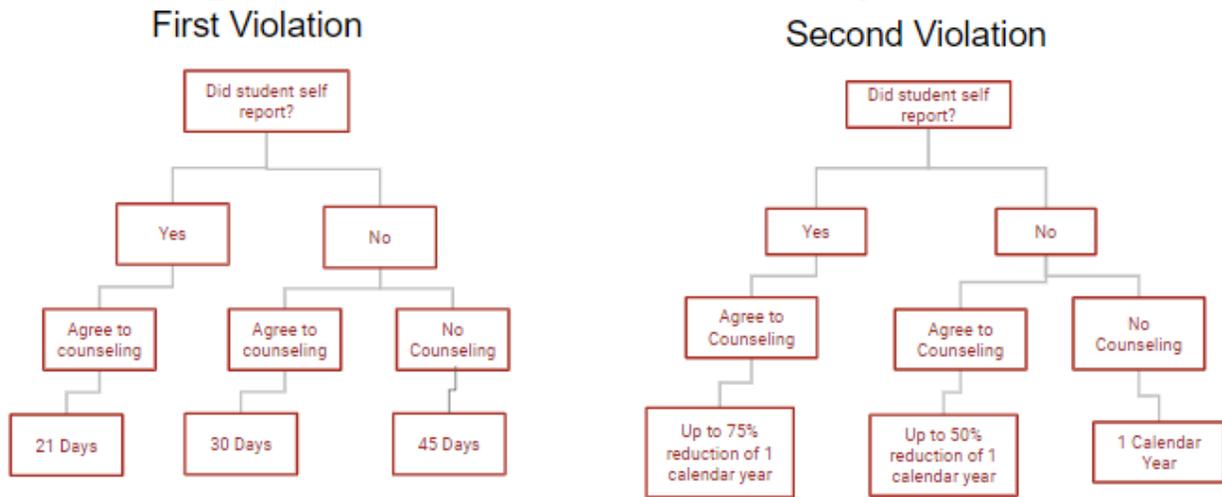
Violations

An activity participant who violates the drug or alcohol rules (including steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. **First Violation:** 45 calendar days.
 - a. Reduction for Self-Reporting: If the student has self-reported, which includes agreeing to counseling, the first violation shall be reduced to 21 days for the first violation.
 - b. Reduction for Participation in Chemical Dependency Program (counseling): If a student does not freely admit, but does agree to counseling, the first violation will be reduced to 30 days. Provided by the school.
2. **Second Violation:** One (1) calendar year.
 - a. Reduction for Self-Reporting: A commensurate reduction (up to 75% as determined by the administration) for a second violation shall be given for self-reporting, which includes agreeing to counseling.
 - b. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, to a commensurate reduction (up to 50%, as determined by the administration, for a second violation). Not provided by the school.
3. **Third Violation:** No longer eligible for extracurricular activities for the remainder of the student's level (Junior High 7-8, Senior High 9-12) they are in.

Chemical Dependency Program. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
4. **More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Drug & Alcohol Consequences



Third Violation: No longer eligible for extracurricular activities

When Suspensions Begin

All suspensions begin the day of discovery. During a suspension, participants may be required or permitted to practice at the discretion of the coach or activity sponsor.

Evaluation, Counseling, and Treatment

Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Self-Reporting

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report.

The self-report must be made the earlier of:

- (1) before the end of the next school day after the conduct occurred and
- (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

- iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Suspensions require no performance, but the continued participation in practice. It is also important to point out that an extracurricular activity coach has the right to lengthen or include other penalties *in addition* to the consequences listed in the above policy. However, if a coach intends to do so, it must be listed in his/her specific sport handbook, and communicated to parents/athletes at the beginning of the season.

Letters and Post-Season Honors

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Reporting of Incident

Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision

A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations

Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions

Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

SECTION FIVE: A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phones, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent's Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

**SECTION SIX:
Signature Pages**

**AUTHORIZATION AND ACKNOWLEDGEMENT
WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL
INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Printed Name of Parent

Signature of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Printed Name of Student

Signature of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Printed Name of Parent

Signature of Parent

Date

Appendix A

Board Policy #5504

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7- 12 shall be subject to mandatory and random testing for the presence of alcohol, tobacco or illegal drugs.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug, tobacco and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs, tobacco and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, tobacco and alcohol.

2. Notice. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

3. Drug Testing Coordinator. The Drug Testing Coordinator shall be the Superintendent or his or her designee unless otherwise indicated.

4. Extracurricular Activities. This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Academic (Quiz) Bowl	Art Club	Athletic & Academic Banquets
Band/Choir	Basketball	Cheerleading
Cross Country	Dances (Homecoming, Prom, etc.)	Drill Team
FBLA	FCCLA	FFA
Football	Golf	Letter Club
Mock Trial	Musicals	National Honor Society

One Act Plays	School Plays	Show Choir
Spanish Club	Speech/Debate	Student Senate (Council)
Track	Volleyball	
Wrestling	Yearbook/Journalism	

5. Students Who Are Required to Submit to Drug Testing

- a. Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- b. Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. Selection Pool Eligibility.** Students are required to complete the consent form within 5 days of the start of the school year or prior to the first day of practice, whichever comes first. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) may withdraw from the pool. Students who enroll in school during the school year will be required to complete the form within 5 days or prior to practicing, whichever comes first. They will remain in the pool until the beginning of the next school year.
- d. Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

- 6. Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:
 - a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
 - b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription

- drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
- d. Tobacco
- e. Vaping products

7. Testing Procedures

- a. Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. Type of Test.** The school district reserves the right to utilize breath, saliva, or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS (Gas Chromatography/Mass Spectrometry). Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates,

benzodiazepines, and any prescription drug that was obtained without proper authorization.

- h. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- i. Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

8. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative.

9. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences for testing positive can be found in Board Policy 5503 which is attached to this policy as Appendix.

10. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

11. Tampering

Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

12. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

13. Appeal. The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

14. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Board Policy #5503

When students exit the Junior High level and the Senior High level, the number of violations will reset to zero. Example – A student with three violations that is moving from Junior High to Senior high would have their violations reset to zero.

An activity participant who violates the drug or alcohol rules (including steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

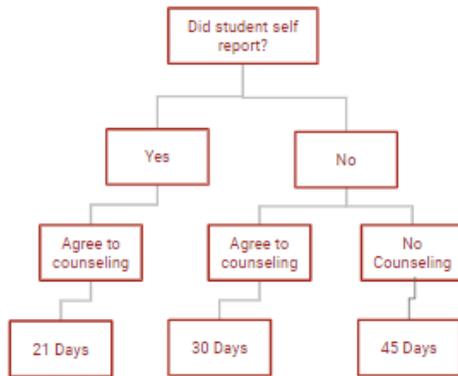
1. First Violation: 45 calendar days.
 - a. Reduction for Self-Reporting: If the student has self-reported, which includes agreeing to counseling, the first violation shall be reduced to 21 days for the first violation.
 - b. Reduction for Participation in Chemical Dependency Program (counseling): If a student does not freely admit, but does agree to counseling, the first violation will be reduced to 30 days. Provided by the school.
2. Second Violation: One (1) calendar year.
 - a. Reduction for Self-Reporting: A commensurate reduction (,up to 75% as determined by the administration) for a second violation shall be given for self-reporting, which includes agreeing to counseling.
 - b. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, to a commensurate reduction (up to 50%, as determined by the administration, for a second violation). Not provided by the school.
3. Third Violation: No longer eligible for extracurricular activities for the remainder of the student's level (Junior High 7-8, Senior High 9-12) they are in.

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

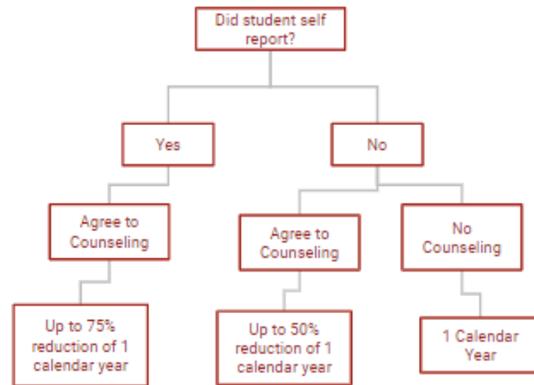
4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Drug & Alcohol Consequences

First Violation



Second Violation



Third Violation: No longer eligible for extracurricular activities

Appendix B

CONSENT TO PERFORM RANDOM DRUG TESTING 2024-2025 SCHOOL YEAR

Student Name _____ Grade _____

As a student and parent:

We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.

We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.

We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.

We understand this is binding while a student is enrolled in Dundy County Stratton School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so. We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Dundy County Stratton Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature

Date

Parent/Guardian Signature

Date

Appendix C

WITHDRAWAL OF STUDENT FROM ACTIVITY 2024-2025 SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at the school district.

Student's Printed Name

Student Signature

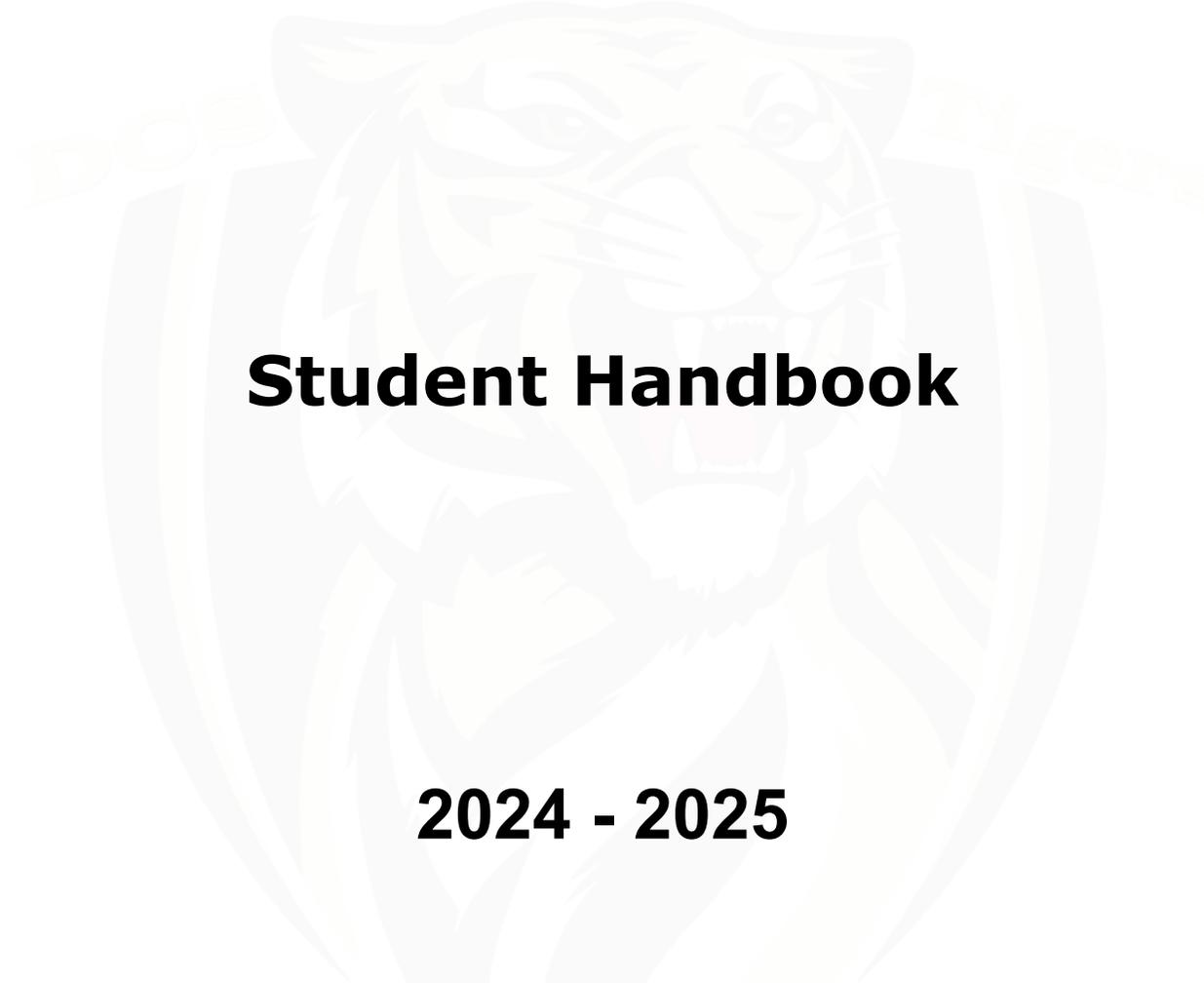
Date

Parent/Guardian's Printed Name

Parent/Guardian Signature

Date

Dundy County Stratton Schools



Student Handbook

2024 - 2025

400 9th Avenue West
Benkelman, NE 69021
Phone: (308) 423-2738

Table of Contents

WELCOME.....	8
Intent of Handbook.....	9
Notice of Nondiscrimination.....	9
MISSION STATEMENT	10
BELIEF STATEMENTS	10
SECTION I.....	11
BASIC SCHOOL RULES AND GENERAL PRACTICES.....	11
Attendance.....	11
Required Attendance.....	11
Mandatory Attendance Age.....	11
Exceptions.....	11
Discontinuing Enrollment – 5 Year Old Students.....	11
Discontinuing Enrollment – 16 and 17 Year Old Students.....	12
Attendance Officer.....	12
Excused Absences.....	12
Excessive Absenteeism.....	13
Tardies.....	13
Leaving school during the school day.....	13
Absences due to illness.....	13
Planned absences.....	14
Students are obligated to:.....	14
1) Complete all class work in advance for any absence that can be anticipated.....	14
Parents are obligated to:.....	14
Pregnant and Parenting Students.....	14
Band.....	14
Behavior Awareness Point of Contact.....	14
Bills.....	15
Books and Supplies.....	15
Breastfeeding and Lactation.....	15
Bulletin Boards.....	15
Bullying.....	16
Reporting Bullying.....	16
Bullying Investigations.....	16
Cafeteria Rules.....	16
Candy and Gum.....	17
Cell Phones and Other Electronic Devices.....	17
Cheating, Plagiarism, and Academic Dishonesty.....	18

Child Abuse and Neglect.....	19
Class Dismissal.....	19
Classroom Behavior.....	19
Closed Campus - Open Campus for High School Board policy #5032.....	19
Coats and Boots.....	19
Communicable Diseases.....	20
Communicating with Parents.....	20
Complaint Procedure.....	20
Complaint and Appeal Process.....	21
No Retaliation.....	23
Special Rules.....	23
Bad Faith or Serial Filings.....	24
Computer Network Use by Students.....	24
I. Student Expectations in the Use of the Internet.....	24
A. Acceptable Use.....	24
B. Unacceptable Use.....	24
II. Enforcement.....	25
A. Methods of Enforcement.....	25
B. Consequences for Violation of this Policy.....	26
III. Protection of Students.....	26
A. Children’s Online Privacy Protection Act (COPPA).....	26
B. Education About Appropriate On-Line Behavior.....	26
Conferences.....	27
Copyright and Fair Use.....	27
Damage to School Property.....	27
Dating Violence.....	27
Discrimination and Harassment.....	28
Dress Code.....	28
Driving and Parking Personal Vehicles.....	29
Drug Free Schools.....	29
Emergency Contact Information.....	29
Evacuations.....	30
Eye Exams.....	30
Food Service Program.....	30
Breakfast.....	30
Lunch.....	30
Milk break.....	30
Payment for Meals.....	30
Collection of Delinquent Meal Charge Debt.....	30
Notice of Non-discrimination.....	31

Field Trips.....	31
First-Aid.....	31
Head Lice.....	31
Health Problems Limiting Activities.....	32
Homebound Instruction.....	32
Homeless Children and Youth.....	32
Illness or Injury at School.....	32
Immunizations.....	33
Provisional Enrollment Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.....	33
Initiations and Hazing.....	33
Lockers and Other School Property.....	34
Lost and Found.....	34
Medications.....	34
Prescription medication.....	34
Non-prescription medication.....	34
Media Center.....	35
Memorials.....	35
Opting Out of Assessments.....	35
Parental Involvement.....	35
Parties.....	36
Personal Items.....	36
Physical Education.....	37
Physical Exam.....	37
Pictures.....	37
Playground Rules.....	37
Police Questioning and Apprehension.....	37
Protection of Student Rights.....	38
ACT Exam.....	38
Public Displays of Affection.....	38
Reasonable Suspicion Testing.....	38
Rights of Custodial and Non-Custodial Parents.....	38
Secret Organizations.....	39
School Day.....	39
Self Management of Diabetes or Asthma/Anaphylaxis.....	39
Smoking and Tobacco.....	39
Sniffer (Drug) Dogs.....	40
Standardized Testing.....	40
Student Assistance.....	40

Student Fee Policy: Re Board Policy 5045.....	40
Listing of Fees Charged by this District.....	41
1. Clothing Required for Specified Courses and Activities.....	41
2. Safety Equipment and Attire.....	41
3. Personal or Consumable Items.....	41
4. Materials Required for Course Projects.....	41
5. Technological Devices.....	41
6. Extracurricular Activities.....	42
7. Post-Secondary Education Costs.....	42
8. Transportation Costs.....	42
9. Copies of Student Files or Records.....	43
10. Participation in Before-School, After-School or Pre-Kindergarten Services.....	43
11. Participation in Summer School or Night School.....	43
12. Charges for Food Consumed by Students.....	43
13. Charges for Musical Extracurricular Activities.....	43
14. Contributions for Class Extracurricular Activities.....	43
Waiver Policy.....	43
Voluntary Contributions to Defray Costs.....	44
Fund-Raising Activities.....	44
Student Illness.....	44
Student Government/Student Council.....	45
Student Records.....	45
Directory Information.....	45
Non-Directory Information.....	46
Transfer of Records Upon Student Enrollment.....	47
Complaints.....	47
Student Schedule Changes.....	47
Telephone Calls.....	48
Threat Assessment and Response.....	48
1. Definitions.....	48
2. Obligation to Report Threatening Statements or Behaviors.....	48
3. Threat Assessment Team.....	49
4. Threat Assessment Investigation and Response.....	49
5. Communication with the Public about Reported Threats.....	50
6. Coordination with the Crisis Team After Resolution of Threat.....	50
Transportation Services.....	50
Transportation to School.....	50
Bus Regulations.....	50
a) Rules of Conduct on School Vehicles:.....	50
b) Consequences.....	51

c) Records.....	52
Transportation to Activities.....	52
Video Surveillance and Photographs.....	52
Weather-Related School Closing.....	53
Withdrawal From School.....	53
Work Permits.....	53
SECTION II.....	53
ACADEMIC INFORMATION.....	54
Academic Lettering.....	54
Certificate of Attendance.....	54
Class Rank.....	54
Credit for Non-Academic Work.....	54
Correspondence and Online Courses.....	54
Grades.....	55
Graduation Awards.....	55
Graduation Requirements Policy #6505.....	56
Homework.....	57
Honor Roll.....	57
Mid-Term Graduation.....	57
Report Cards.....	58
SECTION III.....	58
STUDENT DISCIPLINE.....	59
General Discipline Philosophy.....	59
Forms of School Discipline.....	59
After School Sessions and Detentions.....	60
Saturday School.....	60
In-School Suspension.....	60
Emergency Exclusion.....	61
Short-Term Suspension.....	61
Weapons and/or Firearms.....	62
Long-Term Suspension.....	62
Expulsion.....	62
Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:.....	63
Reporting Requirement to Law Enforcement.....	66
Due Process Afforded to Students Facing Long-term Suspension or Expulsion.....	66
SECTION IV.....	69
STAFF DIRECTORY.....	69
SECTION V.....	72
Nutrition.....	72
SECTION VI.....	77

Forms..... 77

**Laptop/Tablet/iPad Handbook Usage
& Mobile Device Loan Agreement Form..... 80**

WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than August 23, 2024.

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

Sincerely,

A handwritten signature in cursive script that reads "Alan Garey".

Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Alan Garey at (308) 423-2738, superintendent@dcstigers.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org, P.O. Box 586

Benkelman, NE 69021 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: dcstigers.org

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org, P.O. Box 586 Benkelman, NE 69021 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org, P.O. Box 586 Benkelman, NE 69021 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

Dundy County Stratton Public Schools District #117, in cooperation with family and community, will provide a flexible and varied educational program committed to excellence. Students will be empowered to become productive and contributing members of a global community.

BELIEF STATEMENTS

Education is a continuing process. Within this process, the Dundy County District #117 provides various meaningful learning experiences, to enable its students to learn to live fully and completely, as citizens in a complex, technological and global society. Therefore, the primary concern of this school district is to guide each student into realizing and working toward his/her greatest potential.

SECTION I

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness; or chronic absences of over 10 days in the semester)
2. Severe weather
3. **Medical** appointments for the student or for a child whom the student is parenting **with a physician's verification.**
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. Two college planning visits per school year planned in advance and the school is notified by the parent/guardian at least one day before the absence. These will be

allowed and coded as "exempt" for Juniors and Seniors, per administration discretion.

9. All other absences are unexcused, including, but not limited to: work, hair appointments, nail appointments, tuxedo fittings, etc.

Excessive Absenteeism

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

Students in grades 9-12 who accumulate more than ten absences in a course, regardless of whether the absences are excused or unexcused, during one semester may/shall lose credit from the class. Students may appeal their loss of credit to the district attendance committee.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/shall file a report with the county attorney of the county in which the student resides, remember an absence is an absence and it counts toward a student's 20 days.

Tardies

All students should be punctual in arriving at school and to classes. A student who is tardy to school should be accompanied by a written excuse or phone call. Any student tardy to school must report to the office. If a student is more than ten minutes late he/she shall be judged absent for that class period. Three tardies in any one semester will count as an absence for the class involved. Any subsequent three tardies is the equivalent of one unexcused absence. This will be counted toward the maximum of ten absences from any given class.

Leaving school during the school day

No student is to leave school while school is in session without the permission of the administration. Permission will only be granted if the parents have made arrangements with the principal's office in advance, either by phone or written notice. All students who leave school must also sign out when leaving and sign in upon returning.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

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

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a **full day** before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences, or as approved by administration
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.
- 5) Make school a priority and attendance is their responsibility, especially for students at the middle and high school level.

Parents are obligated to:

- 1) Communicate with the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, for each period of absence due to illness.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student absed on the student's current, potential, or past pregnancy.

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the junior high school band; grades 9-12 may participate in the high school band. Often, the junior high band and high school band are combined. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Behavior Awareness Point of Contact

The school counselor is the District behavior Awareness point of contact.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Dundy County Stratton Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

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

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

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

Bulletin Boards

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

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

- 1) All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
(Postings will be marked as approved using a "Roar Tigers" sticker. Board policy 5042)
- 2) All postings must identify the student or the student organization posting or publishing the notice.
- 3) Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. This definition includes both in-person and cyberbullying behaviors.

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform on the school website to make this report. The link for the form is: <https://forms.gle/FJBDEtUkZKHUQxzu7>. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. Bullying will be taken seriously by all staff and will be investigated using all reasonable resources. BULLYING AT DCS SCHOOLS WILL NOT BE TOLERATED.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school. This area included the commons area and picnic area outside of commons area.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food

should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!

3. Students are to use proper manners in and around the lunch room. Students may not throw food or other items.
4. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
5. Students should remain at their tables until they are dismissed.
6. High School students (9th-12th) have the privilege of Open Campus during lunch time, Policy #5032, if they are academically eligible and are able to be to class on time after lunch.
7. Parents of 7th & 8th grade students who wish their child to eat lunch away from school must provide a written authorization to the student's building principal. Seventh and eighth graders do NOT have open campus privilege.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules may have privileges revoked at the discretion of school administration. Protect Your Privileges!

Candy and Gum

Kindergarten through sixth grade students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration. Grades seven through twelve may have gum at the discretion of the classroom instructor. Candy in the classroom is prohibited.

Cell Phones and Other Electronic Devices

Students may NOT use cellular phones or other electronic devices while at school during school hours. This aligns with board policy #6025.

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

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration. Note: A teacher will ask the student one time to surrender their phone. Any refusal will be handled accordingly by school administration. Smart watches will be treated as a phone if they are being used that way.

The first time a student has a phone confiscated, the student may go to the office to get their phone back at the end of the day. Students will have disciplinary consequences for not following the school policy. For any additional confiscations, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

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

Students do not have the authority to record or video record a teacher or other student without administrative permission to do so. Absolutely no cell phones are allowed in lockerrooms.

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

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

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

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules that students must obey. **Cell phones and their associated violations are absolutes.**

Closed Campus - Open Campus for High School Board policy #5032

Students may not leave the building without permission from the administration. Students in 7 and 8 may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office. Grades 9-12 have an open campus lunch. If the student can legally drive and is academically eligible, they may have access to open campus privilege. However, grades K-6, 7 and 8 do **NOT** have open campus privileges.

Coats and Boots

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

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

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse at (308) 423-2216 or the district office at (308) 423-2738.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. Classroom teachers will notify parents when a student is struggling. Email is the primary source and the district encourages the staff to use this process extensively. The Infinite Campus Portal is a tool where all grades and student academic progress can be accessed. The school district, through a cooperative effort with the teacher of record, will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements as early as possible in their educational experience. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

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

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

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant or complainant’s student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District’s Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure, If not, the administrator or Title IX/504 will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from any decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules

Regarding Educational Services and Related Services to Students with Disabilities.

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

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

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

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

Bad Faith or Serial Filings

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by

the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.

- b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Conferences

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

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

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal and review the school district's copyright compliance policy. You can find more information on copyright compliance requirements and permitted uses from the U.S. [Copyright Office and the Library of Congress](#).

Damage to School Property

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

Dating Violence

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

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

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Alan Garey at (308) 423-2738, superintendent@dcstigers.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Sandy O'Neil at (308) 423-2738, hsprincipal@dcstigers.org, 400 9th Ave W Benkelman, NE 69021 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principal:

- High School – Sandy O'Neil - (308) 423-2738, hsprincipal@dcstigers.org or in person at school.
- Elementary – Kris Freeland – (308) 423-2216, kfreeland@dcstigers.org or in person at school.

Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. The school is a learning environment and the attire needs to reflect this.

Students are prohibited from wearing the following attire at school and where Dundy County Stratton is represented in an activity:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. **Caps, hats and bandanas during the school day**
4. No Bare feet (some type of footwear must be worn)
5. Any clothing including, but not limited to: jeans, shorts, skirts, and shirts that show an inappropriate amount of bare skin or undergarments.
6. Any clothing that could cause damage to others or school property.
7. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
8. Pants and shorts worn below the waist so as to expose undergarments
9. Chains or adornments hanging or attached to pants or shorts
10. Coats/winter gear should remain in students' lockers during school hours

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. If arrangements cannot be made, the school will provide an appropriate option including,

but not limited to, items from lost and found or clothing provided from the office staff. A detention, suspension, or other consequence may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences. **Note: If you have to question what you plan to wear might be a violation before you put it on, assume it probably is going to be considered inappropriate. Exercise prudence and good taste and protect the integrity of the school environment by being proactive.**

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent.
2. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
3. Students must drive with care to ensure the safety of the pedestrians.
4. Students may not drive carelessly or with excessive speed.
5. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
6. Students who drive will park vehicles in designated parking areas on school grounds. Seniors have the north parking lot designated for their vehicles only. All other students will park in the west parking lot. No students are allowed to park in front of the school during the school day.
7. Students driving vehicles to school and on school property are expected to abide by traffic laws, including proper licensure.

Drug Free Schools

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

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

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

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

Eye Exams

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

Food Service Program

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m.

Lunch

Lunch will be served on site at both buildings.

Milk break

The school will offer a milk program to students in Kindergarten. All milk served to a student (except the initial carton served with lunch) will cost \$0.50 per half pint.

Payment for Meals

Starting in 2023-24 the school district qualifies for the CEP (Community Eligibility Commission) food service program. As a result, we will not need to collect for meals through the 2028 school year. The lunch program is designed to provide adequate nutrition and an educational experience for students.

Note: Balances incurred prior to the 2023 school year will be collected as past due.

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

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

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

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

Field Trips

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

First-Aid

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

Head Lice

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

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

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

Health Problems Limiting Activities

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

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

Homebound Instruction

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

Homeless Children and Youth

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Alan Garey, who may be contacted at (308) 423-2738.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. As possible, the school nurse will

evaluate the student. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. The school will contact parents to pick students up from school whenever necessary. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

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

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

Initiations and Hazing

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

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

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

or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

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

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester. Backpacks/gym bags that are left in the hallway will be turned in to lost and found.

Medications

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

Prescription medication.

1. Parents/guardians must provide a physician's written authorization for the administration of the medication.
2. Parents/guardians must provide their own written permission for the administration of the medication.
3. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication.

1. Parents/guardians must provide written permission for the administration of the medication.
2. The medication must be brought to the school in the manufacturer's container.

3. The container must be labeled with the child's name and with directions for provision or administration of the medication.

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books. This may include the replacement cost of the item.

Memorials

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

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at (308) 423-2738 or visiting dcstigers.org online.

Parental Involvement

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

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

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

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

Personal Items

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear proper footwear for P.E.

Physical Exam

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

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

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

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

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

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

Police Questioning and Apprehension

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

victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as stated in board policy #5015. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics dealing with student demographics & interests for ACT statistical use. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

The school will pay for the spring ACT exam for all students in their academic junior year. If students choose to take the ACT at another date, the student is responsible for payment and registration. Students can take the ACT as early as their freshman year. The school offers the pre-ACT for all students in their academic sophomore year.

Public Displays of Affection

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

Reasonable Suspicion Testing

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

Rights of Custodial and Non-Custodial Parents

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

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

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

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

Secret Organizations

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

School Day

The school day typically begins at 8:00 a.m. and ends at 3:30 pm. There is an early release on Friday and designated days throughout the year. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy 5053, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse at (308) 423-2216 elementary school or (308) 423-2738 high school.

Smoking and Tobacco

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

Sniffer (Drug) Dogs

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

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

Standardized Testing

The MAP (Measures of Academic Progress)/NSCAS are administered annually in grades K-6 and specific grades per exams to determine the students' achievement probability for individual success. Tests can be administered in the fall, winter, and spring, and the results are typically distributed at Parent Teacher Conferences. The intent of administering these standardized tests is to gauge and guide student learning. Once established, these will provide evidence of student growth and achievement. A calendar of test dates will be established at the beginning of the school year. MAP/NSCAS tests can be offered at additional times during the calendar year and defined by the district.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy: Re Board Policy 5045

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Please reference DCS board policy **Student Fees 5045** for a complete listing of specific fees.

Listing of Fees Charged by this District.

1. Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices.

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. The district will not charge insurance or damage deposit for use of school district computers. Students will be responsible to pay for any damage to the equipment they are issued. If the computer is damaged beyond repair, the student will be required to pay replacement costs before they will be issued a new device.

6. Extracurricular Activities.

The school district **may** charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Below is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: free to DCS students o Covers admission to all extracurricular events
- Student Participation Fee: \$0 Required of all students who participate in athletics and/or other extracurricular activities
- National FFA Organization: \$50
- National Honor Society: \$50
- Cheerleading, Drill Team, Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$900
- Football: Students must provide their own football shoes and undergarments. \$500
- Golf: Students must provide their own golf shoes, undergarments, and clubs. \$200
- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments. \$100
- DCS FFA Chapter: Students must purchase their own jackets and pay dues. \$50
- Spanish Club: \$50

7. Post-Secondary Education Costs.

Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and

regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$15 per day.

9. Copies of Student Files or Records.

The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.

10. Participation in Before-School, After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11. Participation in Summer School or Night School.

The district offers summer remediation services for students that qualify or would like to continue to work on their academic skills free of charge.

12. Charges for Food Consumed by Students.

Students may be required to bring money or food for field trip lunches and similar activities.

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250.

14. Contributions for Class Extracurricular Activities.

Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10 per year.

Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be

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

Voluntary Contributions to Defray Costs

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

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government/Student Council

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

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

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

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

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

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

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than 08/25/2024.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

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

educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the **first five days of each semester**. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and/or building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a “0” on their permanent records, and that grade will be averaged into the student’s cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed

before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Telephone Calls

The school's telephone may be used with permission of staff.

Threat Assessment and Response

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

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report

regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor, and local law enforcement. Not every team member must participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

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

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

appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school, adjustments will be made if they're not able to eat breakfast at the normal time. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The transportation director will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

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

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.

- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

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

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

c) **Records**

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

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

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally

prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced via Infinite Campus automated phone message: a notice will be sent via text, email or phone message (parent choice) from our student information system and published on Twitter, Facebook and the school app. School closings will also be posted on Coyote Country KIOD 105.3 FM and The HAWK 103.9 FM. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their student(s) home after contacting the district office.

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

Withdrawal From School

Students who are moving from the district must notify the school office so that a disruption to the student's educational record does not occur and records remain accurate.

Work Permits

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

SECTION II

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status for any three of the four quarters in a year.

Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at a time other than the commencement exercises, a student must: 1) attend four complete years of high school; and 2) accumulate Two-Hundred (200) hours of classroom credit hours. Students may not participate in commencement exercises to receive a Certificate of Attendance except as provided by law.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	100-93	4.0	B+	92-90	3.5	B	89-85	3.0
C+	84-82	2.5	C	81-77	2.0	D+	76-74	1.5
D	73-70	1.0	F	69 and below		I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/h permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Students whose cumulative grade point average in core curriculum course work completed in grades nine through twelve ranks them in the top twenty-five percent of their class and will be recognized during commencement exercises.

Graduation Requirements Policy #6505

Students must earn Two-Hundred and Fifty (250) total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Dundy County Stratton High School Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
English:	40 Hours
English 9/Speech 9	10 Hours
English 10	10 Hours
English 11 (American Literature)	10 Hours
English 12 (Adv Comp or Applied 12)	10 Hours
Social Studies:	30 Hours
Social Studies 10	10 Hours
American History	10 Hours
American Government	10 Hours
Mathematics:	30 Hours
Algebra I/Algebra 1A	10 Hours
Geometry	10 Hours
Algebra II	10 Hours
Advanced Math(Pre-Calc), Dual-Credit College Algebra	
Science:	30 Hours
Physical Science 9	10 Hours
Biology	10 Hours
Chemistry, Physics, Earth Science, Dual-Credit Biology, Dual-Credit Calculus, Dual-Credit A&P	
Computer Applications:	10 Hours
Information Technology Applications I	5 Hours
Information Technology Applications II	5 Hours
Physical Education/Health:	10 Hours
Physical Education	5 Hours
Health	5 Hours
Business Education:	10 Hours
Personal Finance	10 Hours

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

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

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

1. Classroom teachers will often assign homework. The Philosophy at DCS is that homework be an opportunity to practice new learning in order to demonstrate progress toward mastery of the expected outcome and content standards.
2. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.
3. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.
4. Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science.

Honor Roll: 3.5 average or above

High Honor Roll: 4.0 average

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except

the right to participate in commencement exercises. This includes forfeiture of attending prom.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period for K-6 grades. High school and Junior High students can access their grades through Infinite Campus. Students are updated of their academic status and are required to update their parents of their progress weekly.

Weighted Grades: Starting in 2023 dual-credit classes will be weighted to provide students who wish to challenge themselves with an opportunity to advance academically.

SECTION III

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a

failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. This will be determined by the administration and will typically be served the day of the infraction.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

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

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to make up any time missed during the suspension period, due to appointments or other excused absences. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not

completing their In-School Suspension will face further disciplinary action. The administration reserves the right to modify the suspension.

Emergency Exclusion

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

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are suspended out of school will be required to sign a behavior agreement and demonstrate willingness to become part of the student body organization.
5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the conditions developed by the Building Principal.

Weapons and/or Firearms

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

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

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

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

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

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten

school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*)
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*)
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age
8. Engaging in bullying as defined in section 79-2,137 and in these policies
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or

- indecent to the extent that it interferes with the learning and educational process
- c. Violating school bus rules as set by the school district or district staff
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law
 - f. Possession of pornography; including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault
 - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or

posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon
- m. Using any object to simulate possession of a weapon
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

1. The violation includes possession of a firearm
2. The violation results in child abuse
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

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

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. If a hearing is requested within **five days** after receipt of the notice, the principal will recommend a hearing officer who shall follow the "hearing procedures" outlined below.
 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the principal will recommend a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

SECTION IV

STAFF DIRECTORY

Members of the Board of Education

Sandy Noffsinger	President
Shad Stamm	Vice-President
Jennifer Fries	Secretary
Nick Ladenburger	Treasurer
Jordan Stroup	Member
Steve Guernsey	Member
Kent Lorens	Member
Cole Lutz	Member
Ted Henderson	Member

Administration and Office Staff

District

Alan Garey	Superintendent
Ronda Sargent	Business Manager
Robert Castillo	Transportation Supervisor
Richard Reichert	Maintenance Supervisor
Rochelle Craft	Purchasing and Activities
Tim Rettele	Activities Director
.	IT Specialist
Laura Kliesen	Nurse
Jennifer Garcia	ELL
Jessie Krug	Media
Alisha Shapley	Kitchen Manager

High School

Sandy O'Neil	High School Principal
Jody Crouse	High School Secretary

Elementary

Kris Freeland	Elementary Principal
DeAnn Davis	Elementary Secretary

Instructional Staff

Elementary

Hannah Stroup	Pre-school
Paige Strand	Kindergarten
Ashlynn Picquet	1st grade
Tanisha Fahrenholtz	2nd grade
Allie Behlke	3rd grade

Shelby Zoltenko	4th grade
JoLen Stamm	5th grade
Lesley Marshall	6th grade
Courtney Gritzuk	Special Education
Megan Spargo	K-6 PE
Kale Schields	Elementary Math
Tracy Lambley	Title I
Jeanne Downey	Title I
Marilyn Zarkowski	K-6 Art
Celger Venzon	Music and Band
Julie Shillington	Accompanist
Kylee Forch	Counseling
Dee Blecha	Para
Kimberlee Cole	Para
Ashlyn Olivas	Para
Amanda Haskell	Para
Sarah Nix	Para
Aleta Norris	Para
Emily Weishapl	Para
Harleigh Wissink	Para
Danielle Zuege	Para
Shaylee Davis	Para

High School

Karla Brown	Math
Jen Loker	Math/Spanish
Ryan Zuhlke	Math/Social Studies/STEM/JH PE
Matt Schaub	Social Studies/JH PE
Tammi Carmichael	Science
Elisha Hinojosa	Science
Tracy Peckham	English/Speech/Mock Trial
Emily Cameron	English/One Act/Spring Play
Lisa Fox	Computers and Technology
Tim Rettele	Business/AD
Lindsay Anderson	FACS
Ben Killingsworth	Industrial Technology
Kayla Mues	Vocational Agriculture
Celger Venzon	Instrumental Music, Vocal Music
Mike Spargo	PE, Weights and JH PE
Megan Spargo	Health/JH PE
Marilyn Zarkowski	Art
Kylee Forch	Counseling, JH PE
Alyson Lunsford	Special Education
Sherrie Johnson	Para
Sharon Archer	Para
Julie Shillington	Para

Child Nutrition Program

Rick Rinde	Cook
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Vickie Thornbrugh Cook

Custodians

Walter Zarkowski District
Michelle Myers High School
Ryan Cameron District
Gene Sargent District

Transportation Department

Tami Jesch Route Driver
Bernard Andrijeski Route Driver
Justin Miller Route Driver
Colleen Wilson Route Driver
Davina Sanford Route Driver
Mary Castillo Route Driver
Rick Confer Activity Driver
Greg Taylor Route Driver

SECTION V

Nutrition

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

1. **Goals for Nutrition Promotion and Education**

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. **Goals for Physical Activity**

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.

- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
 - f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
 - g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
 - h. The district will use evidence-based strategies to develop, structure, and support student wellness.
- 4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**
- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
 - b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.
- 5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**
- The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.
- 6. Food and Beverage Marketing**
- Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:
- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
 - b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of

noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

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

7. Public Participation

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

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

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

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

9. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - 1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - 2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - 3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - 4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

10. Triennial Assessment

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

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.
- d. The school board will update or modify this policy as appropriate.

11. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at

least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

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

12. **Recordkeeping**

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

13. **Operational Responsibility**

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

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

SECTION VI

Forms

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** 08/23/2024.

Dundy County Stratton Public Schools

Permission Form

Student Name _____

- Walk home for lunch per handbook guidelines (7th - 8th)

YES NO

- Drive during school hours per handbook guidelines (9th - 12th) Student must have a valid license. YES NO

Age _____ Driver's License # _____ License Plate # _____

Student Image/Work: Parents have the right to deny the school district the ability to release this information. Please request a Media Release Non-Consent Form from your building if you do NOT want the school system to use your child's image or work.

Student Handbook

PARENT/STUDENT AGREEMENT

I have access to and/or have read the Student Handbook that describes the Dundy County Stratton School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Dundy County Stratton Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

Student's Signature

Parent / Guardian Signature

Sign and return no later than Friday, August 23rd, 2024

ACCEPTABLE USE OF COMPUTERS AND THE NETWORK

PARENT'S AGREEMENT

As a parent/guardian please sign the following statement:

I have access to a copy of the student handbook and have read the section titled: Computer Network Use by Students. As parent or guardian of the student named below, I grant permission for my son or daughter to have access to the network, including electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand and agree that individuals and users may be held liable or disciplined for violations of the Terms and Conditions. Students will be liable for any financial obligations that arise because of a violation of guidelines. I also understand and agree that privacy interests and confidentiality are hereby being relinquished and waived, and that it is impossible to restrict access to all controversial materials, and will not hold this school district responsible for same. I understand and agree not to hold this school district or any of its employees, agents, institutions, or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Grade _____ Date _____

Parent/Guardian Signature _____

STUDENT'S AGREEMENT

As a student user please sign the following statement:

I have received a copy of, and have read, the "Terms and Conditions for Computer Equipment, Network, E-mail and Internet access" adopted by this school district, and I understand and will abide by those terms and conditions for access and the use of same. I understand that this free access is designed for educational purposes. I further understand and agree that individuals and users may be liable or disciplined for violation of those terms and conditions, or that the same may constitute a criminal offense. I also understand and agree that privacy interests and confidentiality are hereby being relinquished and waived and will not hold this school district responsible for same. I agree not to hold this school district or any of its employees, agents, institutions, or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Student's Signature _____ Date _____

Dundy County Stratton Public Schools 2024-2025

Laptop/Tablet/iPad Handbook Usage & Mobile Device Loan Agreement Form

*Please **PRINT** the following information:*

Student Name (first and last): _____ Grade: _____

Parent/Guardian Name (first & last): _____

HANDBOOK AGREEMENT

I agree that my child and I have read and will comply with all policies and procedures within the "Laptop/Tablet/iPad Handbook and Usage Agreement" document. I understand that this policy covers one device and accessories that are property of Dundy County Stratton Public Schools described within for one student for one school year.

MOBILE DEVICE LOAN AGREEMENT

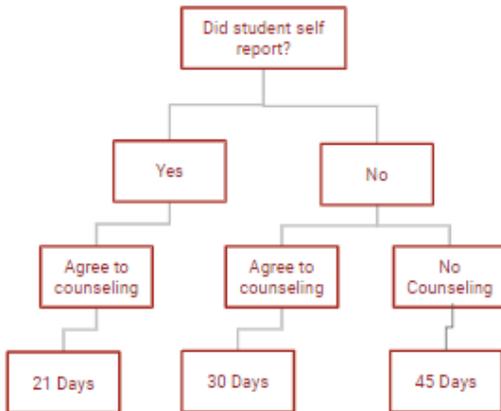
One device, charger, and protective case are being lent to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Dundy County Stratton Public Schools, in Benkelman, Nebraska, and is herewith lent to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested by Dundy County Stratton Public Schools, or sooner, if the student withdraws from Dundy County Stratton Public Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Dundy County Stratton Public Schools. I agree to follow the Dundy County Stratton Public Schools' responsibilities and rules at all times while using the school issued device.

Student Signature: _____

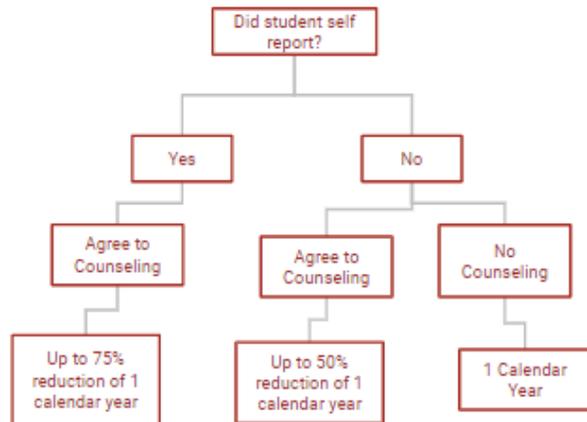
Parent/Guardian Signature: _____

Drug & Alcohol Consequences

First Violation



Second Violation



Third Violation: No longer eligible for extracurricular activities

7.C. Policy 6038, Competency-based Crediting for World Languages
Action Item

Motion to approve second/third reading of Policy 6038, Competency-based Crediting for World Languages Passed with a motion by Jennifer Fries and a second by Kent Lorens.

Jennifer Fries:	Yea
Steve Guernsey:	Yea
Ted Henderson:	Yea
Nick Ladenburger:	Yea
Kent Lorens:	Yea
Cole Lutz:	Yea
Shad Stamm:	Yea

Competency-based Crediting for World Languages Board Policy

The board recognizes the value of preparing students to be global citizens with the skills to communicate in English and other world languages. In our state’s diverse communities, it is not unusual for students to have various opportunities to develop language skills, for example, by using the language at home, attending language programs offered in the community, learning online or living abroad. The district encourages students and their families to take advantage of any language learning opportunities available to them.

To enable students to fully benefit from the advantages of multilingualism, the district will implement Competency-based Crediting (CbC). This will allow students to earn high school world language credits by demonstrating proficiency in a language other than English.

General Guidelines

The CbC program is established in NDE’s [Rule 10: Regulations and Procedures for the Accreditation of Schools](#), which allows districts to integrate CbC into existing pathways and local policy. Nebraska districts may award the credits based on a student’s proficiency level, as indicated in the results of a corresponding assessment (004.04C3, pg. 17). The table below provides proficiency levels for some assessments. All assessments approved for the Nebraska Seal of Biliteracy can also be utilized to earn competency-based credits.

ACTFL Level	AAPPL	STAMP	ALTA	SLPI	ASLPI	Equivalent Class Time
Novice Mid	N3	2	3	Novice	0+	1 Semester
Novice High	N4	3	4	Novice +	1	2 Semesters
Intermediate Low	I1	4	5	Survival	1+	3 Semesters
Intermediate Mid	I2	5	6	Survival +	2	4 Semesters

Procedures / Requirements

Students wishing to earn CbC must demonstrate proficiency in accordance with NDE’s approved general guidelines ([NDE Competency-based Credit Guidelines](#)), which require that students meet the stated benchmarks in all sections of the proficiency test taken.

Students must take one of the approved proficiency tests and may be awarded high school credit for World Language courses they have not yet completed at the discretion of the district administration.

7.D. Review of policies

Action Item

Review first reading of policies 2006-Complaint Procedure, 2008-Meetings, 2009-Public Participation at board meetings, 3003.1-Bidding for construction, remodeling, repair, or related projects financed with federal funds, 3004.1-Fiscal management for purchasing and procurement using federal funds, 3011-Transportation, to 5005: Option transportation; rename combined policy "Transportation"; Policy 3011 Now "intentionally left blank, 3017-Press releases; renamed to "official communication with the public", Policy 3032-Fees for school district records; eliminate "copying" from title, Policy 3033-Lending textbooks to children enrolled in private schools; now "Intentionally left blank, Policy 3053-Nondiscrimination, Policy 3057-Title IX, Policy 3059-Audio and video recording, Policy 3060-Firearms and weapons for non-students, Policy 4011-Employee leave under the family medical leave act (FMLA), Policy 4053-Conflict of interest, Policy 5001-Compulsory attendance and excessive absenteeism, Policy 5004-Option enrollment, Policy 5008-Pregnant or parenting students, Policy 5035; Policy 5049-Firearms and weapons moved to policy 3060 and 5035, Policy 5052-School wellness, Policy 6025-Student cell phone or other electronic devices, Policy 6031-Emergency exclusion, Policy 6036-Reading instruction and intervention services, Policy 6039-Repeat of grade at parent-guardian request, Policy 6040-Prekindergarten (Preschool or early childhood) program, Policy 6041-Malcom X day education, Policy 6042-Projection maps, Policy 6043-Mapping data

Motion to approve the second reading of all the required policies Passed with a motion by Kent Lorens and a second by Steve Guernsey.

Jennifer Fries: Yea
Steve Guernsey: Yea
Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Shad Stamm: Yea

Motion to accept the second reading for revision of 3017 Passed with a motion by Kent Lorens and a second by Nick Ladenburger.

Jennifer Fries: Yea
Steve Guernsey: Yea
Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Shad Stamm: Yea

Motion to approve the second reading for the revision policy 3059 Passed with a motion by Jennifer Fries and a second by Steve Guernsey.

Jennifer Fries: Yea
Steve Guernsey: Yea
Ted Henderson: Yea
Nick Ladenburger: Yea

Kent Lorens: Yea
Cole Lutz: Yea
Shad Stamm: Yea

Motion to approve the second reading to be included in the revision of policy 5035 and 5049 Passed with a motion by Kent Lorens and a second by Ted Henderson.

Jennifer Fries: Yea
Steve Guernsey: Yea
Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Shad Stamm: Yea

Motion to approve the second reading for the revision of policy 6040 for pre k program Passed with a motion by Jennifer Fries and a second by Nick Ladenburger.

Jennifer Fries: Yea
Steve Guernsey: Yea
Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Shad Stamm: Yea

7.E.Roofing Proposal

Action Item

Jr.-Sr. High Roofing Proposal

Motion to approve the proposal from Weathercraft to replace roofing on the West end of the building above the music room Passed with a motion by Nick Ladenburger and a second by Steve Guernsey.

Jennifer Fries: Yea
Steve Guernsey: Yea
Ted Henderson: Yea
Nick Ladenburger: Yea
Kent Lorens: Yea
Cole Lutz: Yea
Shad Stamm: Yea

Proposal

McCook Office
 512 Airport Road
 McCook, Nebraska 69001
 (800) 892 3848
 (308) 348-6670
 FAX (308) 345-4389

Weathercraft Companies
 Roofing, Sheet Metal, Siding & Overhead Door Contractors
 2401 East 8th Street, PO Box 1949
 North Platte, Nebraska 69103-1949
 Business Phone: (308) 534-3480
 Toll Free: (800) 662-2981
 FAX: (308) 532-4625

Prepared By:
Brett Schmidt
 (308) 340 6216

Proposal Submitted to: Dundy Co Schools (High School)		Phone (308) 423-2739	Date 3/15/2024
Street 400 West 9th Avenue		Job Name High School Band Room & North Wing Roof Replacement	
City, State and Zip Code Benkelman NE 69021		Job Location 400 West 9th Avenue , Benkelman NE 69021	
Contact Rich Reichert, Jackie Anderson, <i>Ronda</i> Sargent	e-mail <i>Ronda</i> rreichert@dcstigers.org	Job Phone <i>2738</i> (308) 423-2739	fax <i>308-217-0380</i>

We hereby submit specifications and estimates for:

2024 Roof Replacements: High School

Band Room: Existing roof installed approximately May 2008 - Includes 15 Year membrane & labor Warranty.

A. Move & Reuse existing ballast rock. Remove existing EPDM (rubber) membrane system including edge metal and dispose of at landfill.

B. Check existing insulation for damage and deterioration, replace and inadequate insulation required to secure a water tight roof system.

C. Install new 60 mil. Holcim / Elevate Ballasted roof system over prepared insulation, running EPDM membrane over perimeter edges and securing with new 24 ga. factory finished steel edge metal.

D. Replace all penetration, wall and curb flashings.

E. Detail any and all breach areas to secure a water tight roof. Clear site of project related debris and dispose of at landfill.

We propose to do the above referenced items (A-E) for : \$19,865.00

North Wing: Existing Roof installed June 2005 - Includes 15 Year membrane & labor Warranty.

F. Move & Reuse existing ballast rock. Remove existing EPDM (rubber) membrane system including edge metal and dispose of at landfill.

G. Check existing insulation for damage and deterioration, replace and inadequate insulation required to secure a

H. Install new 60 mil. Holcim / Elevate Ballasted roof system over prepared insulation, running EPDM membrane over perimeter edges and securing with new 24 ga. factory finished steel edge metal.

I. Replace all penetration, wall and curb flashings.

J. Detail any and all breach areas to secure a water tight roof. Clear site of project related debris and dispose of at landfill.

We propose to do the above referenced items (F-J) for : \$49,936.00

Price does not reflect any applicable taxes.

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Contingent on sections chosen _____ dollars (\$ **Contingent**)

Payment to be made as follows:

Due upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature *Brett Schmidt* This proposal may be withdrawn by us if not accepted within 10 days.

ACCEPTANCE OF PROPOSAL The above prices and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above.

Date of Acceptance: X 3-25-24 Signature *Jackie Anderson*

Signature _____

7.F. Life Insurance Policy for eligible staff

Action Item

Add a Life Insurance Benefit for eligible staff

Motion to approve a Life Insurance Policy beginning September 1, 2024 to eligible staff Passed with a motion by Steve Guernsey and a second by Jennifer Fries.

Jennifer Fries:	Yea
Steve Guernsey:	Yea
Ted Henderson:	Yea
Nick Ladenburger:	Yea
Kent Lorens:	Yea
Cole Lutz:	Yea
Shad Stamm:	Yea

7.G. Substitute Pay Rate

Action Item

Motion to approve the substitute pay for full day rate \$150.00, half day rate will be \$85.00, and 1/185th of base for long term substitute after 10 consecutive days as assigned with lunch provided. Passed with a motion by Jennifer Fries and a second by Steve Guernsey.

Jennifer Fries:	Yea
Steve Guernsey:	Yea
Ted Henderson:	Yea
Nick Ladenburger:	Yea
Kent Lorens:	Yea
Cole Lutz:	Yea
Shad Stamm:	Yea

7.H. Date Change for September 2024 BOE Meeting

Action Item

With the first being on Sunday and Labor Day Holiday on the second makes the September board meeting early. This would include the Tax Request Hearing and the Budget Hearing.

Motion to have the 2024-2025 Tax Request Hearing, 2024-2025 Budget Hearing and the regular Board of Education meeting on September 16, 2024 Passed with a motion by Ted Henderson and a second by Jennifer Fries.

Jennifer Fries:	Yea
Steve Guernsey:	Yea
Ted Henderson:	Yea
Nick Ladenburger:	Yea
Kent Lorens:	Yea
Cole Lutz:	Yea

Shad Stamm: Yea

7.I. NASB information
Action Item

7.J. Legislation
Action Item

8. **Adjourn**
Information Item

Motion to adjourn at 8:29 Passed with a motion by Kent Lorens and a second by Jennifer Fries.

Jennifer Fries: Yea

Steve Guernsey: Yea

Ted Henderson: Yea

Nick Ladenburger: Yea

Kent Lorens: Yea

Cole Lutz: Yea

Shad Stamm: Yea