

Board of Education Regular Meeting  
Monday, July 12, 2021 6:00 PM  
Boardroom at 1700 14th Avenue  
1700 14th Ave  
Nebraska City, NE 68410

1. Call to Order
  - 1.1. Roll Call
  - 1.2. Pledge of Allegiance
  - 1.3. Requests from Board Members to be Absent from this meeting
  - 1.4. Welcome to Visitors and Public
  - 1.5. Approval of Agenda
  - 1.6. Public Comment Time
  - 1.7. Approval of Minutes
  - 1.8. Claims and Accounts
  - 1.9. Financial Report
2. Old Business
3. New Business
  - 3.1. Committee Reports
    - 3.1.1. Education, Americanism and Civics
    - 3.1.2. Buildings and Grounds
    - 3.1.3. Finance
    - 3.1.4. Policy
  - 3.2. Strategic Plan
  
  - 3.3. Approval of 2020-2021 Nebraska City Public Schools Amended Budget.
  - 3.4. TAN Principal Payment
  - 3.5. Policy Review/Revise/Affirm
    - 3.5.1. Parental Involvement Policies 5018 and 5057
    - 3.5.2. Student Fees Policy 5045
    - 3.5.3. Student Bullying Policy 5054
    - 3.5.4. Board Meeting Policies 2009 and 2010
    - 3.5.5. Budget Policy 3001
  - 3.6. Handbooks
    - 3.6.1. 2021-2022 Certified Staff Handbook
    - 3.6.2. 2021-2022 Student Handbooks
    - 3.6.3. 2021-2022 NCPS Student Chromebook Handbook
  - 3.7. Middle School Walk-in Cooler
  - 3.8. First Student rates addendum
4. Superintendent's Report
5. Adjournment

## **PUBLIC PARTICIPATION**

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

**UNAPPROVED MINUTES**  
**Board of Education Regular Meeting**  
**Monday, June 14, 2021 6:00 PM**  
**Boardroom at Central Office**  
**1700 14th Avenue**  
**Nebraska City, NE 68410**

The Nebraska City News Press and B103 were notified.

Notice was published on the Nebraska City Public Schools website on Wednesday, June 2, 2021 and in the Nebraska City News Press on Friday, June 11, 2021 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Notices were also posted at City Hall, Otoe County Courthouse, Morton James Public Library, Nebraska City Post Office, Northside Elementary and Central Office on Thursday, June 9, 2021. Copies of the notices from June 2 and June 11, 2021 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the agenda is available.

**1. Call to Order**

**1.1. Roll Call**

Kent Blum: Present  
Lisa Chaney: Present  
Don Loseke: Present  
Jeff Fields: Present  
Stacie Higgins: Present  
Jim Nemec: Present  
Nick Schmitz: Absent  
Teri Stukenholtz: Present  
Stephen Luther: Present  
Present: 8, Absent: 1

**1.2. Pledge of Allegiance**

**1.3. Requests from Board Members to be Absent from this meeting**

**Order #16518-Motion Passed:** Motion to approve the request to be absent from this meeting from Nick Schmitz passed with a motion by Teri Stukenholtz and a second by Jeff Fields.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

#### 1.4. Welcome to Visitors and Public

#### 1.5. Approval of Agenda

**Order #16519-Motion Passed:** Motion to approve the agenda for June 14, 2021 passed with a motion by Jim Nemec and a second by Stacie Higgins.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

#### 1.6. Citizen Comment Time

Ryan McConnell addressed the board regarding the districts mask wearing requirements.

#### 1.7. Approval of Minutes

**Order #16520-Motion Passed:** Motion to approve the minutes from the Work Session and Regular Meeting on May 10, 2021 and the Work Session on May 27, 2021 passed with a motion by Lisa Chaney and a second by Don Loseke.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

#### 1.8. Claims and Accounts

**Order #16521-Motion Passed:** Motion to approve the claims and accounts as presented passed with a motion by Jim Nemec and a second by Lisa Chaney.

**General Fund:** \$216,661.48; **Lunch Fund:** \$91,457.87; **Payroll Fund:** \$1,195,175.63;  
**Payroll Benefits Fund:** \$210,608.89; **Building Fund:** \$5,507.59; **Line of Credit:**  
\$1,973,382.01

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea

Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **1.9. Financial Report**

**Order #16522-Motion Passed:** Motion to approve the financial report as presented passed with the current balance in the treasury being \$-643,764.02 (Balance does not include \$2,400,000.00 borrowed from TANS) with a motion by Jim Nemecek and a second by Lisa Chaney.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemecek: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **1.10. Principal's Comments – "What's Happening With The PIONEERS!"**

#### **2. Old Business**

#### **3. New Business**

##### **3.1. Committee Reports**

###### **3.1.1. Education, Americanism and Civics Committee**

###### **3.1.2. Building and Grounds Committee Finance Committee**

###### **3.1.3. Finance Committee**

###### **3.1.4. Policy Committee**

##### **3.2. Policy Review**

The following policies were reviewed by the Policy Committee and the Board:

4054-Reporting Child Abuse or Neglect

4050-Overtime and Compensatory Time

4046-Internet Searches Regarding Potential Employees

4044-Political Activity by Staff Members

4015-Prohibition Against Employment of Board Members

##### **3.3. 2021-2022 Athletic Budget**

**Order #16523-Motion Passed:** Motion to approve the Athletic Budget for the 2021-2022 school year as presented passed with a motion by Jim Nemecek and a second by Stacie Higgins.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea

Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **3.4. Cooperative Sports Agreements**

The board directed Superintendent Fritch to research, explore, and create over the next year a signed agreement that may include a financial agreement between cooperating schools.

### **3.5. SENCAP agreement with SCC and LCC**

**Order #16524-Motion (As amended) Passed:** Motion to approve Lourdes Central Catholic students be allowed to take SENCAP (SCC Career Academy) courses under the Nebraska City Public School and Southeast Community College agreement for the 2021-2022 school year passed with a motion by Stacie Higgins and a second by Don Loseke.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **3.6. Food Service Management Company Contract Renewal for 2021-2022**

**Order #16525-Motion Passed:** Motion to approve the contract renewal with Lunchtime Solutions for the 2021-2022 school year passed with a motion by Teri Stukenholtz and a second by Jeff Fields

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **3.7. HVAC-Middle School Art Room**

The HVAC system in the MS Art Room will be replaced under an insurance claim with \$1000 deductible.

### **3.8. Middle School Pumps**

**Order #16526-Motion Passed:** Motion to approve the replacement of both pumps at the middle school as presented passed with a motion by Teri Stukenholtz and a second by Jeff Fields.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **3.9. Central Office Roof**

The roof at central office will be replaced under an insurance claim with \$1000 deductible.

**Order #16527-Motion Passed:** Motion to approve the bid from Nathan James for the replacement of the central office roof passed with a motion by Jim Nemec and a second by Jeff Fields.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 8, Nay: 0, Absent: 1

### **3.10. Superintendent's Evaluation**

The board evaluated the performance of Superintendent Fritch and reviewed the report in open session.

### **3.11. Superintendent's Report**

Superintendent Fritch reported on the Budget Amendment (Lunch Fund, Building Fund, Cooperative Fund, QCPUF Fund, but NOT General Fund), Administrator Days, Summer updates, "future" presentations.

## **4. Adjournment**

**Order #16528-Motion Passed:** Motion to adjourn at 7:25 PM passed with a motion by Jim Nemec and a second by Stephen Luther.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Absent  
Teri Stukenholtz: Yea  
Stephen Luther: Yea

Yea: 8, Nay: 0, Absent: 1  
Mark Fritch, Secretary



**Nebraska City Public Schools**  
It's a great day to be a Pioneer!

MENUSCHOOLS ENGLISH

NEBRASKA CITY PUBLIC SCHOOLS // NEWS // BOARD MEETING LOCATION CHANGE



### BOARD MEETING LOCATION CHANGE

Craig Taylor

JUN 02, 2021

#### NOTICE OF MEETING

#### OTOE COUNTY SCHOOL DISTRICT 111 IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at 6:00 o'clock P.M., June 14, 2021 at Nebraska City Public Schools Central Office, 1700 N. 14th Ave, in the boardroom. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Mark Fritch

Superintendent of Schools



Nebraska City Public Schools

Nebraska City Public Schools

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AFFP

NOTICE OF MEETING OTOE COUNT

# Affidavit of Publication

STATE OF NEBRASKA }  
COUNTY OF OTOE } SS

NOTICE OF MEETING  
OTOE COUNTY SCHOOL DISTRICT 111 IN THE STATE OF NEBRASKA  
NOTICE IS HEREBY GIVEN that the Regular Meeting of the Board of Education of  
Otoe County School District 111, in the State of Nebraska, will be held at 6:00  
o'clock P.M., June 14, 2021 at Nebraska City Public Schools Central Office, 1700 N.  
14th Ave, in the boardroom. An agenda for such meetings, kept continuously  
current, is available for public inspection at the office of the Superintendent.  
Mark Fritch  
Superintendent of Schools  
Published in the News-Press June 11, 2021.  
#70564 ZNEZ

Kirt Manion, being duly sworn, says:

That he is Editor of the News-Press, a  
daily newspaper of general circulation, printed and  
published in Nebraska City, Otoe County, Nebraska; that  
the publication, a copy of which is attached hereto, was  
published in the said newspaper on the following dates:

June 11, 2021

That said newspaper was regularly issued and circulated  
on those dates.

SIGNED:

Kirt Manion

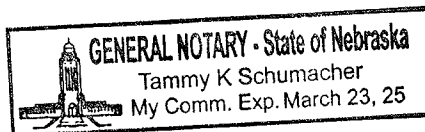
Subscribed to and sworn to me this 11th day of June  
2021.

Tammy K Schumacher  
Tammy K Schumacher, Otoe County, Nebraska

My commission expires: March 23, 2025

01101377 00070564 402-873-6030

Carla Zaroban  
Nebraska City Public Schools  
1700 14th Avenue  
Nebraska City, NE 68410



Nebraska City Public Schools

Board Report - Bill Listing

| Vendor Name                       | Description                        | Check Total      |
|-----------------------------------|------------------------------------|------------------|
| Checking Account ID               | 08 Fund Number 08                  | Building Fund    |
| LARRY'S BOILER SERVICE, INC.      | HS BOILER REPAIR                   | 29,441.00        |
| Fund Number                       | 08                                 | <u>29,441.00</u> |
| Checking Account ID               | 08                                 | <u>29,441.00</u> |
| Checking Account ID               | 1 Fund Number 01                   | General Fund     |
| ACCO BRANDS USA LLC               | COOP SUPPLIES                      | 295.20           |
| AGTAC SERVICES, LLC               | CONTRACTED SERVICES                | 29,170.50        |
| AKRS EQUIPMENT                    | MOWER PARTS                        | 52.95            |
| AMAZON.COM                        | TEACHER ORDERS AND SPEECH          | 1,915.52         |
| AMERICAN NATIONAL BANK            | LOAN PAYMENT                       | 1,260.03         |
| AMERICAN RECYCLING AND SANITATION | TRASH SERVICE                      | 1,249.23         |
| ARBOR BANK                        | LOAN PAYMENT                       | 9,443.61         |
| BALFOUR                           | DIPLOMA REPLACEMENT                | 28.61            |
| BOB'S WELDING SHOP                | HS REPAIRS                         | 165.00           |
| BSN SPORTS, LLC                   | HS COOP SUPPLIES                   | 310.22           |
| CAPITAL BUSINESS SYSTEMS          | COPIER LEASE                       | 4,540.50         |
| CAPITAL ONE (WALMART)             | SUMMER CLUBS                       | 411.07           |
| CARD SERVICES                     | OFFICE SUPPLIES, NHS SUPPLIES      | 1,363.45         |
| Cascade School Supplies           | COOP SUPPLIES                      | 489.87           |
| CENGAGE LEARNING                  | ACCOUNTING WORKBOOKS               | 176.00           |
| DAMIEN BERTWELL                   | MILEAGE                            | 27.44            |
| DANA L. GUNDERSON                 | CONTRACTED SERVICES                | 7,800.00         |
| DAS STATE ACCOUNTING - CENTRAL    | DISTANCE LEARNING                  | 232.49           |
| DOUGLAS TIRE                      | MOWER TIRE                         | 100.00           |
| ESU #4                            | SRS SOFTWARE & CONTRACTED SERVICES | 5,275.06         |
| ESU #6                            | PROFESSIONAL DEVELOPMENT           | 250.00           |
| FLINN SCIENTIFIC, INC.            | MS SCIENCE SUPPLIES                | 72.60            |
| FOLLETT SCHOOL SOLUTIONS          | BOOKS                              | 650.13           |
| GOVCONNECTION, INC.               | WIFI UPGRADE                       | 10,935.17        |
| HAL LEONARD CORPORATION           | ANNUAL SUBSCRIPTION MUSIC ACCESS   | 195.00           |
| HEARTLAND ROOFING CONSULTANTS     | HS ROOF REPAIRS                    | 1,090.00         |
| Home Depot Pro                    | CUSTODIAL SUPPLIES                 | 1,966.80         |
| J.F. AHERN CO.                    | ANNUAL FIRE INSPECTIONS            | 640.00           |
| JENNA HENRICHS                    | CONTRACTED SERVICES                | 710.00           |

|                                      |                           |              |
|--------------------------------------|---------------------------|--------------|
| JOHNNY'S CYCLE                       | MOWER TIRE                | 125.10       |
| KIMMEL ORCHARD                       | NS SUMMER CLUBS           | 68.00        |
| KSB SCHOOL LAW, PC, LLO              | POLICY AND LEGAL SERVICES | 1,224.00     |
| LAKESHORE LEARNING MATERIALS         | WRITING JOURNALS          | 513.86       |
| MADISON NATIONAL LIFE                | JUNE CLASSIFIED LTD       | 486.17       |
| MENARDS - BELLEVUE                   | CONCRETE REPAIRS          | 591.03       |
| MENARDS SOUTH                        | SWINGS/DRAIN REPAIRS      | 339.56       |
| MULLENAX AUTO SUPPLY                 | HS BOILER RM              | 92.63        |
| NASB                                 | NAEP MTG                  | 60.00        |
| NASCO                                | MS ART SUPPLIES           | 512.00       |
| NATIONAL ART AND SCHOOL SUPPLY       | COOP SUPPLIES             | 793.55       |
| NCSA                                 | NASBO MEETING             | 25.00        |
| NEBR. CITY PUBLIC SCHOOLS FOUNDATION | JUNE LEASE PAYMENT        | 250.00       |
| NEBR. CITY ROTARY                    | DUES                      | 125.00       |
| NEBRASKA CITY UTILITIES              | UTILITIES                 | 42,701.91    |
| NEMAHA COUNTY CLERK                  | LEVY ELECTION             | 198.75       |
| NORTHWEST EVALUATION ASSOCIATION     | MAP TESTING               | 3,230.00     |
| O'REILLY AUTO PARTS                  | VEHICLE REPAIRS           | 475.91       |
| ONE SOURCE                           | BACKGROUND CHECKS         | 25.00        |
| PAPER TIGER SHREDDING, INC.          | SHREDDING SERVICE         | 35.00        |
| PAYROLL ACCOUNT-NC PUBLIC SCH        | JULY PAYROLL              | 1,242,140.97 |
| PITNEY BOWES GLOBAL FINANCIAL        | POSTAGE METER LEASE       | 828.18       |
| PURCHASE POWER                       | POSTAGE                   | 1,000.00     |
| RIVER VIEW PEST CONTROL, INC.        | PEST CONTROL              | 420.00       |
| S & S WORLDWIDE, INC.                | COOP SUPPLIES             | 242.74       |
| SCHOOL HEALTH CORP.                  | COOP SUPPLIES             | 110.73       |
| SCHOOL SPECIALTY, LLC                | SUPPLIES                  | 1,158.24     |
| SETON                                | SPRAYER                   | 192.53       |
| STAPLES BUSINESS ADVANTAGE           | SUPPLIES                  | 35.70        |
| TAMARA CHASE                         | MILEAGE                   | 10.50        |
| TEACHER INNOVATIONS, INC.            | PLAN BOOK SUBSCRIPTION    | 1,440.00     |
| TEACHING STRATEGIES, LLC             | PRE K GOLD SUBSCRIPTION   | 956.00       |
| THYSSENKRUPP ELEVATOR CORP           | SERVICE CONTRACT          | 848.76       |
| UNITED NETWORKS, LLC                 | INTERNET                  | 774.21       |
| US FOODS INC                         | LOURDES COVID SUPPLIES    | 1,459.39     |
| VERIZON WIRELESS                     | CELL PHONES               | 892.87       |
| VOSS LIGHTING                        | LIGHT BULBS               | 668.20       |
| VOYAGER FLEET SYSTEMS                | GAS CHARGES               | 2,500.43     |

|                                      |    |                                  |                             |                          |
|--------------------------------------|----|----------------------------------|-----------------------------|--------------------------|
| WESTLAKE ACE HARDWARE                |    | BACKHOE RENTAL                   |                             | 388.33                   |
| WESTSIDE COMMUNITY SCHOOLS           |    | CONTRACTED SERVICES              |                             | 3,494.50                 |
| WEX BANK                             |    | FUEL CHARGES                     |                             | 1,382.10                 |
| WINDSTREAM                           |    | PHONE                            |                             | 2,729.99                 |
| ZANER BLOSER, INC.                   |    | HANDWRITING BOOKS/DIGITAL ACCESS |                             | 6,057.68                 |
| Fund Number                          | 01 |                                  |                             | <u>1,402,420.97</u>      |
| Checking Account ID                  | 1  |                                  |                             | <u>1,402,420.97</u>      |
| Checking Account ID                  | 10 | Fund Number 10                   | Cooperative Fund            | <u><u>11,890.43</u></u>  |
| MOHAWK USA LLC                       |    | BUMP ARMOR CASES                 |                             | 11,382.05                |
| NEBR. CITY PUBLIC SCHOOLS FOUNDATION |    | REIMB FOR MOSYLE LICENSES        |                             | 508.38                   |
| Fund Number                          | 10 |                                  |                             | <u>11,890.43</u>         |
| Checking Account ID                  | 10 |                                  |                             | <u>11,890.43</u>         |
| Checking Account ID                  | 2  | Fund Number 01                   | General Fund                | <u><u>207,236.20</u></u> |
| BLUE CROSS BLUE SHIELD               |    | JUNE HEALTH AND DENTAL PREMIUMS  |                             | 207,236.20               |
| MADISON NATIONAL LIFE                |    | JUNE LIFE INS PREMIUMS           |                             | 1,746.00                 |
| VSP, INC                             |    | VISION INS JUNE 2021 PREMIUMS    |                             | 1,579.29                 |
| Fund Number                          | 01 |                                  |                             | <u>210,561.49</u>        |
| Checking Account ID                  | 2  |                                  |                             | <u>210,561.49</u>        |
| Checking Account ID                  | 6  | Fund Number 06                   | School Nutritional Services | <u><u>62,690.22</u></u>  |
| LUNCHTIME SOLUTIONS, INC.            |    | FOOD SERVICE                     |                             | 62,690.22                |
| Fund Number                          | 06 |                                  |                             | <u>62,690.22</u>         |
| Checking Account ID                  | 6  |                                  |                             | <u>62,690.22</u>         |

Nebraska City Public Schools  
June 2021  
Summary Financial Report

**General Fund**

The General Fund finances all facets of services rendered by the school district including payroll, benefits, equipment, supplies, insurance, building occupancy, contracted services, and other daily functions and operations of the district. The tax levy for this fund is restricted to \$1.05 plus qualified exclusions. The proposed General Fund levy for 2020-21 is \$1.059942.

|                 |                     |
|-----------------|---------------------|
| Balance Forward | 1,566,323.22        |
| Revenue         | 1,645,998.95        |
| Expenses        | <u>1,355,455.63</u> |
| Balance         | 1,856,866.54        |

**Building Fund**

The Building Fund is used to acquire or improve sites and/or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for the Special Building Fund. Regardless of the source of money to be used for building construction and related costs, all income for the purposes of this fund shall be accountable through this fund. The tax levy for this fund falls under the \$1.05 levy limit and is further restricted to \$0.14 with local board approval or \$0.175 following a vote of the people for a term not to exceed ten years. The proposed Building Fund levy for 2020-21 is \$0.009988.

|                 |                  |
|-----------------|------------------|
| Balance Forward | 240,693.91       |
| Revenue         | 13,694.53        |
| Expenses        | <u>29,441.00</u> |
| Balance         | 224,947.44       |

**QCPUF Fund**

A Qualified Capital Purpose Undertaking Fund (QCPUF) may be established for the removal of environmental hazards, the reduction or elimination of accessibility barriers in school district buildings, modifications for life safety code violations, life safety hazards, and mold abatement and prevention projects for existing facilities only. General Fund expenditures for the purpose of this fund are not allowable. Effective April 19, 2016, the tax levy for this fund is restricted to \$0.03. The tax levy for QCPUF projects in place prior to April 19, 2016, remains at \$0.052. The levy may exceed the \$0.03 levy limit if valuation has decreased from the last year bonds were issued and the bond principal and interest obligation cannot be met. Tax levies cannot exceed ten years for each project. The proposed QCPUF levy for 2020-21 is \$0.030228.

|                 |             |
|-----------------|-------------|
| Balance Forward | 201,415.66  |
| Revenue         | 28,385.33   |
| Expenses        | <u>0.00</u> |
| Balance         | 229,800.99  |

**Cooperative Fund**

The Cooperative Fund may be used by the school district acting as the fiscal agent for any cooperative activity between one or more public agencies. All school districts, including the school district acting as the fiscal agent, shall show the payment for services to the cooperative in their General Fund. Nebraska City Public Schools utilized the Cooperative Fund to receipt and disburse funds received Technology Bonds. Those funds are no longer available to be accessed or used.

|                 |                  |
|-----------------|------------------|
| Balance Forward | 166,764.88       |
| Revenue         | 12,722.47        |
| Expenses        | <u>11,890.43</u> |
| Balance         | 167,596.92       |

**Depreciation Fund**

The purpose of the Depreciation Fund is to facilitate the eventual purchase of costly items by spreading replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to make the purchase. To allocate monies from the General Fund, a school district will transfer funds as an expense from the General Fund, and the Depreciation Fund will show the transfer as revenue from the General Fund. The school district must divide this fund into more than one account to allocate a portion of this fund for different valid purposes. The Depreciation Fund is a component of the General Fund.

|                 |             |
|-----------------|-------------|
| Balance Forward | 198,524.42  |
| Revenue         | 0.00        |
| Expenses        | <u>0.00</u> |
| Balance         | 198,524.42  |

**School Nutrition Fund**

The School Nutrition Fund (formerly School Lunch Fund) is required to accommodate the financial activities of all Nutrition Programs operated by the school district. The School Nutrition Fund shall reflect a record of all revenues and expenditures incident to the operation of all Nutrition Programs. If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund.

|                 |                  |
|-----------------|------------------|
| Balance Forward | 281,453.30       |
| Revenue         | 86,231.52        |
| Expenses        | <u>62,690.22</u> |
| Balance         | 304,994.60       |

**Payroll Account**

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from the General Fund on a monthly basis to cover monthly payroll, benefits, and associated expenses.

|                 |                     |
|-----------------|---------------------|
| Balance Forward | 29,374.19           |
| Revenue         | 1,197,237.53        |
| Expenses        | <u>1,195,175.63</u> |
| Balance         | 31,436.09           |

**Section 125 Account**

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from individual employees' monthly salary/wages to cover monthly employee-elected deductions for childcare and healthcare expenses.

|                 |                 |
|-----------------|-----------------|
| Balance Forward | 35,387.33       |
| Revenue         | 5,893.79        |
| Expenses        | <u>6,432.81</u> |
| Balance         | 34,848.31       |

**Meyer Memorial Fund**

An internal account created for exclusive use by Nebraska City Public Schools. This fund, established by donations from the Meyer family, is used to fund scholarships.

|                 |             |
|-----------------|-------------|
| Balance Forward | 230,227.75  |
| Revenue         | 1,108.40    |
| Expenses        | <u>0.00</u> |
| Balance         | 231,366.15  |

| <b>GENERAL FUND MONTHLY FINANCIAL REPORT</b>  |                 |              | <b>REC'D MONTH</b> | <b>REC'D THRU:</b> | <b>REC'D THRU</b> |                       | <b>20-21</b>          | <b>19-20</b> |
|---|-----------------|--------------|--------------------|--------------------|-------------------|-----------------------|-----------------------|--------------|
|   | <b>BUDGETED</b> | <b>JUNE</b>  | <b>6/30/2021</b>   | <b>6/30/2020</b>   | <b>DIFFERENCE</b> | <b>% OF BUDGET TO</b> | <b>% OF BUDGET TO</b> |              |
| <b>RECEIPTS:</b>                              |                 |              |                    |                    |                   | <b>BE RECEIVED</b>    | <b>BE RECEIVED</b>    |              |
| LOCAL PROPERTY TAXES                          | 9,224,197.00    | 739,729.03   | 9,062,857.82       | 8,863,062.15       | 199,795.67        | 1.75%                 |                       |              |
| CARLINE TAX                                   | 10,250.00       | 6,220.01     | 10,588.88          | 8,776.24           | 1,812.64          | -3.31%                |                       |              |
| IN LIEU OF TAX, 5% GROSS                      | 5,650.00        |              | 5,743.50           | 5,919.92           | -176.42           |                       |                       |              |
| MOTOR VEHICLE TAX                             | 765,000.00      | 65,100.04    | 709,126.97         | 625,102.79         | 84,024.18         | 7.30%                 |                       |              |
| PENALTIES AND INTEREST ON TAXES               |                 |              |                    |                    |                   |                       |                       |              |
| TUITION FROM OTHER DISTRICTS-SPED             |                 | 13,300.00    | 19,040.00          | 44,444.50          | -25,404.50        |                       |                       |              |
| LOCAL LICENSE FEES, CITY                      | 9,000.00        |              | 1,220.00           | 1,635.92           | -415.92           | 86.44%                |                       |              |
| RENTAL OF SCHOOL FACILITIES                   | 2,000.00        |              |                    | 2,100.00           | -2,100.00         |                       |                       |              |
| OTHER LOCAL REVENUE                           | 46,900.00       | 8,747.40     | 26,588.65          | 38,136.13          | -11,547.48        | 43.31%                |                       |              |
| COUNTY FINES & LICENSE FEES                   | 122,000.00      | 14,207.07    | 130,775.20         | 106,751.85         | 24,023.35         | -7.19%                |                       |              |
| PSC and SCC Receipts                          |                 |              |                    | 4,003.20           | -4,003.20         |                       |                       |              |
| ESU RECEIPTS                                  |                 |              | 1,253.60           | 564.05             | 689.55            |                       |                       |              |
| OTHER COUNTY SOURCES                          |                 |              |                    |                    | 0.00              |                       |                       |              |
| STATE AID                                     | 4,060,964.00    | 406,100.00   | 4,060,964.00       | 4,152,637.00       | -91,673.00        | 0.00%                 |                       |              |
| SPECIAL EDUCATION PROGRAM                     | 1,158,500.00    | 266,507.00   | 1,235,425.00       | 1,115,110.00       | 120,315.00        | -6.64%                |                       |              |
| SPECIAL EDUCATION TRANSP.                     | 25,000.00       |              | 25,297.00          | 26,817.00          | -1,520.00         | -1.19%                |                       |              |
| HOMESTEAD EXEMPTION                           | 258,000.00      | 47,084.63    | 187,364.00         | 190,266.93         | -2,902.93         | 27.38%                |                       |              |
| RELIEF TO PROPERTY TAXPAYERS                  | 525,000.00      |              | 526,672.14         | 538,752.74         | -12,080.60        | -0.32%                |                       |              |
| PERSONAL PROPERTY TAX CREDIT                  | 38,000.00       | 7,123.15     | 7,123.15           | 24,596.03          | -17,472.88        | 81.25%                |                       |              |
| RAILROAD CREDIT                               |                 | 502.59       | 505.17             |                    | 505.17            |                       |                       |              |
| HIGH ABILITY LEARNERS                         | 9,074.00        |              | 9,149.00           | 9,951.00           | -802.00           | -0.83%                |                       |              |
| RULE 4 TEXTBOOK LOAN                          | 20,000.00       |              |                    | 20,098.32          | -20,098.32        | 100.00%               |                       |              |
| PRO-RATE MOTOR VEHICLE                        | 25,500.00       |              | 15,449.62          | 21,867.35          | -6,417.73         | 39.41%                |                       |              |
| STATE APPORTIONMENT                           | 224,420.00      |              | 199,249.60         | 239,258.76         | -40,009.16        | 11.22%                |                       |              |
| IN LIEU OF SCHOOL LAND TAX                    |                 |              | 1,736.70           | 1,566.02           | 170.68            |                       |                       |              |
| DISTANCE EDUCATION INCENTIVE PAYMENTS         |                 |              |                    |                    | 0.00              |                       |                       |              |
| 17,092.00 STATE EARLY CHILDHOOD               | 87,398.00       | 14,278.00    | 69,115.00          | 75,461.00          | -6,346.00         | 20.92%                |                       |              |
| 93,880.00 TITLE I                             | 356,044.00      | 31,526.00    | 198,770.00         | 333,518.00         | -134,748.00       | 44.17%                |                       |              |
|   |                 |              |                    |                    | 0.00              |                       |                       |              |
| 250.00 TITLE I, PART A NCLB IMPROV BASIC PRGM |                 |              |                    |                    | 0.00              |                       |                       |              |
|   | 67,217.00       |              | 40,865.00          | 23,174.00          | 17,691.00         | 39.20%                |                       |              |
|   |                 |              |                    |                    | 0.00              |                       |                       |              |
| 154.00 IDEA BASE                              | 7,908.00        |              | 2,187.00           | 8,011.00           | -5,824.00         | 72.34%                |                       |              |
| 55,377.00 IDEA PRESCHOOL BASE                 | 439,743.00      |              | 200,245.00         | 321,177.00         | -120,932.00       | 54.46%                |                       |              |
| 11,164.00 IDEA ENROLL/POVERTY                 | 56,712.00       |              | 23,799.00          | 41,300.00          | -17,501.00        | 58.04%                |                       |              |
|   |                 |              |                    |                    | 0.00              |                       |                       |              |
| MEDICAID IN PUBLIC SCHOOLS                    |                 |              |                    |                    | 0.00              |                       |                       |              |
| MAAPS RECEIPTS                                | 38,000.00       | 12,516.60    | 43,536.52          | 39,844.02          | 3,692.50          | -14.57%               |                       |              |
| 0.00 ESSERS/CARES GRANT                       | 258,486.00      |              | 246,905.00         |                    | 246,905.00        | 4.48%                 |                       |              |
| 80,393.00 ESSERS II                           |                 |              |                    |                    |                   |                       |                       |              |
|   | 3,000.00        |              |                    | 4,068.68           | -4,068.68         |                       |                       |              |
| 25,685.00 N-SPDG GRANT                        | 200,649.00      | 11,895.00    | 112,887.00         | 184,545.00         | -71,658.00        | 43.74%                |                       |              |
|   | 3,350,000.00    |              |                    |                    | 0.00              |                       |                       |              |
|   |                 |              |                    |                    | 0.00              |                       |                       |              |
| TAX ANTICIPATION NOTES                        |                 |              |                    |                    | 0.00              |                       |                       |              |
| SALE OF PROPERTY                              |                 |              | 60.00              | 8,963.00           | -8,903.00         |                       |                       |              |
| TRANSFERS FROM FUNDS                          |                 |              |                    |                    | 0.00              |                       |                       |              |
| OTHER NON-REVENUE RECEIPTS                    |                 |              | 55.42              | 1,204.67           | -1,149.25         |                       |                       |              |
| TOTAL WITHOUT INTERCOMPANY RECEIPTS           | 21,394,612.00   | 1,644,836.52 | 17,174,554.94      | 17,082,684.27      | 91,870.67         | 19.72%                | 6.20%                 |              |
| NON PROGRAM RECEIPTS                          |                 |              |                    | 725,000.00         |                   | Does not include TANS |                       |              |
| GRAND TOTAL                                   | 21,394,612.00   | 1,644,836.52 | 17,174,554.94      | 17,807,684.27      |                   |                       |                       |              |
| 283,995.00                                    |                 |              |                    |                    |                   |                       |                       |              |

|      |                                     |               | DISB. MONTH  | DISB. THRU:   | DISB. THRU:   |               | 20-21                 | 19-20          |
|------|-------------------------------------|---------------|--------------|---------------|---------------|---------------|-----------------------|----------------|
|      | DISBURSEMENTS:                      |               | JUNE         | 6/30/2021     | 6/30/2020     | DIFFERENCE    | % OF BUDGET TO        | % OF BUDGET TO |
|      |                                     |               |              |               |               |               | BE SPENT              | BE SPENT       |
| 1100 | INSTRUCTION                         | 5,939,800.00  | 466,230.28   | 4,671,225.62  | 5,247,725.33  | -576,499.71   | 21.36%                |                |
| 1115 | CAREER ACADEMY                      | 196,400.00    | 14,987.44    | 159,585.10    | 158,155.48    | 1,429.62      | 18.74%                |                |
| 1150 | ELL                                 | 304,150.00    | 24,745.96    | 243,958.82    | 244,836.97    | -878.15       | 19.79%                |                |
| 1160 | POVERTY                             | 2,052,805.00  | 172,282.43   | 1,704,290.12  | 1,082,637.69  | 621,652.43    | 16.98%                |                |
| 1190 | PRESCHOOL LOCAL FUNDS               | 168,000.00    | 11,040.74    | 125,266.89    | 120,399.00    | 4,867.89      | 25.44%                |                |
| 1200 | SPECIAL EDUCATION                   | 2,588,800.00  | 204,539.65   | 2,008,237.08  | 2,063,108.38  | -54,871.30    | 22.43%                |                |
| 1300 | DRIVER'S ED/SUMMER SCHOOL           | 20,455.00     | 572.74       | 10,843.76     | 0.00          | 10,843.76     | 46.99%                |                |
| 2120 | GUIDANCE                            | 172,925.00    | 14,140.80    | 138,494.36    | 204,903.44    | -66,409.08    | 19.91%                |                |
| 2130 | HEALTH/NURSE                        | 91,145.00     | 6,938.25     | 71,599.93     | 71,541.74     | 58.19         | 21.44%                |                |
| 2140 | PSYCHOLOGY                          | 207,750.00    | 16,355.40    | 163,907.86    | 158,863.32    | 5,044.54      | 21.10%                |                |
| 2150 | SPEECH/AUDIOLOGY                    | 259,600.00    | 12,810.33    | 184,405.60    | 131,105.80    | 53,299.80     | 28.97%                |                |
| 2160 | OCCUPATIONAL THERAPY                | 49,990.00     | 3,937.87     | 39,760.49     | 28,559.40     | 11,201.09     | 20.46%                |                |
| 2170 | PHYSICAL THERAPY                    | 22,400.00     | 73.50        | 4,006.83      | 1,652.39      | 2,354.44      | 82.11%                |                |
| 2180 | VISION                              | 700.00        | 0.00         | 94.08         | 0.00          | 94.08         | 86.56%                |                |
| 2190 | OTHER SUPPORT SERVICES              | 80,000.00     | 293.28       | 21,031.73     | 17,414.22     | 3,617.51      | 73.71%                |                |
| 2212 | CURRICULUM DIRECTOR                 | 80,190.00     | 6,445.64     | 65,448.03     | 49,801.46     | 15,646.57     | 18.38%                |                |
| 2214 | STANDARDS DIRECTOR                  | 92,090.00     | 6,560.65     | 68,754.27     | 49,386.93     | 19,367.34     | 25.34%                |                |
| 2220 | LIBRARY                             | 196,410.00    | 15,695.42    | 154,055.52    | 287,782.87    | -133,727.35   | 21.56%                |                |
| 2290 | EARLY RETIREMENT                    | 191,468.00    | 0.00         | 191,468.00    | 130,701.00    | 60,767.00     | 0.00%                 |                |
| 2310 | SCHOOL BOARD                        | 95,550.00     | 1,566.99     | 61,306.71     | 66,932.53     | -5,625.82     | 35.84%                |                |
| 2320 | SUPERINTENDENT                      | 284,975.00    | 23,233.21    | 234,401.77    | 227,267.14    | 7,134.63      | 17.75%                |                |
| 2410 | PRINCIPALS                          | 960,850.00    | 75,604.53    | 771,768.95    | 765,991.87    | 5,777.08      | 19.68%                |                |
| 2510 | BUSINESS OFFICE                     | 327,840.00    | 19,246.58    | 237,585.38    | 267,025.76    | -29,440.38    | 27.53%                |                |
| 2520 | VEHICLE ACQUISTION                  | 0.00          | 0.00         | 0.00          | 0.00          | 0.00          | 0.00%                 |                |
| 2580 | TECHNOLOGY                          | 238,930.00    | 8,320.98     | 105,920.11    | 101,526.00    | 4,394.11      | 55.67%                |                |
| 2610 | PLANT OPERATION                     | 1,055,730.00  | 78,022.01    | 877,555.68    | 856,020.12    | 21,535.56     | 16.88%                |                |
| 2620 | MAINTENANCE                         | 584,725.00    | 33,415.53    | 414,056.18    | 492,602.40    | -78,546.22    | 29.19%                |                |
| 2700 | PUPIL TRANSPORTATION                | 368,795.00    | 7,372.61     | 285,149.43    | 250,037.12    | 35,112.31     | 22.68%                |                |
| 3535 | HIGH ABILITY LEARNERS               | 102,750.00    | 7,971.81     | 76,664.76     | 80,146.78     | -3,482.02     | 25.39%                |                |
| 3540 | STATE EARLY CHILDHOOD               | 89,380.00     | 7,618.88     | 78,010.46     | 82,810.25     | -4,799.79     | 12.72%                |                |
| 3599 | TEXTBOOK LOAN                       | 20,000.00     | 0.00         | 0.00          | 19,167.88     | -19,167.88    | 100.00%               |                |
| 5000 | DEBT SERVICES                       | 3,700,500.00  | 10,703.64    | 1,839,834.24  | 3,053,886.20  | -1,214,051.96 | 50.28%                |                |
| 6200 | TITLE I                             | 394,220.00    | 31,697.89    | 321,015.47    | 389,321.30    | -68,305.83    | 18.57%                |                |
| 6310 | TITLE II PART A                     | 62,200.00     | 250.00       | 15,071.67     | 17,548.78     | -2,477.11     | 75.77%                |                |
| 6406 | IDEA PART B PRESCHOOL               | 7,805.00      | 0.00         | 7,807.41      | 7,657.48      | 149.93        | -0.03%                |                |
| 6408 | IDEA BASE/ENROLLMENT/POVERTY        | 318,654.00    | 23,086.67    | 242,747.76    | 368,499.04    | -125,751.28   | 23.82%                |                |
| 6412 | NON-PUBLIC SPED                     | 39,653.00     | 9,483.08     | 32,550.80     | 38,221.84     | -5,671.04     | 17.91%                |                |
| 6700 | PERKINS                             | 0.00          | 0.00         | 0.00          | 0.00          | 0.00          | #DIV/0!               |                |
| 6968 | TITLE IV, PART B, NCLB 21ST CENTURY | 222,980.00    | 14,707.97    | 113,472.13    | 185,480.53    | -72,008.40    | 49.11%                |                |
| 6990 | N-SPDG GRANT-PBIS                   | 3,600.00      | 0.00         | 22.03         | 4,573.78      | -4,551.75     | 99.39%                |                |
| 6996 | ESSERS/CARES GRANT                  | 258,486.00    | 8,737.73     | 71,990.89     | 7,684.94      | 64,305.95     | 72.15%                |                |
| 6997 | ESSERS II                           |               | 15,363.89    | 122,367.54    | 0.00          | 122,367.54    |                       |                |
|      | SUBTOTAL                            | 21,852,701.00 | 1,354,054.38 | 15,935,733.46 | 17,330,977.16 | -1,395,243.70 | 27.08%                | 18.62%         |
|      | TRANSFER TO FUND                    |               |              |               |               |               | Does NOT include TANS |                |
|      | NON-PROGRAM CHARGES                 |               |              |               | 25,000.00     |               |                       |                |
|      | TOTAL DISBURSEMENTS:                | 21,852,701.00 | 1,354,054.38 | 15,935,733.46 | 17,355,977.16 |               |                       |                |

|  |  |               |  |  |  |  |  |  |
|--|--|---------------|--|--|--|--|--|--|
|  |  |               |  |  |  |  |  |  |
|  | Balance on hand District Treasury 8-31-20            | -1,628,955.08 |  |  |  |  |  |  |
|  | Receipts through: 8-31-2021                          | 17,174,554.94 |  |  |  |  |  |  |
|  | TOTAL BALANCE & RECEIPTS                             | 15,545,599.86 |  |  |  |  |  |  |
|  |  |               |  |  |  |  |  |  |
|  | Outstanding warrants 8-31-2020                       | 152,761.04    |  |  |  |  |  |  |
|  | Warrants issued through: 8-31-2021                   | 15,935,733.46 |  |  |  |  |  |  |
|  | TOTAL WARRANTS                                       | 16,088,494.50 |  |  |  |  |  |  |
|  | BALANCE  | -542,894.64   |  |  |  |  |  |  |
|  |  |               |  |  |  |  |  |  |
|  | Balance in District Treasury                         | -401,812.70 * |  |  |  |  |  |  |
|  | Outstanding warrants                                 | 141,320.76    |  |  |  |  |  |  |
|  | BALANCE  | -543,133.46   |  |  |  |  |  |  |
|  | VOIDED GARNISHMENT CHECK                             | 238.82        |  |  |  |  |  |  |
|  | ADJUSTED BALANCE                                     | -542,894.64   |  |  |  |  |  |  |
|  |  |               |  |  |  |  |  |  |
|  | <b>*BALANCE DOES NOT INCLUDE \$2,400,000.00 TANS</b> |               |  |  |  |  |  |  |

Activity Fund Balance Report - Summary - Exclude Encumbrances  
06/2021 - 06/2021  
Regular, Beginning Month 06/2021; Processing Month 06/2021; Fund Balance Account 163 Records Selected; Fund Number 05

Fund: 05 Activity Fund

| Chart of Account Number | Chart of Account Description          | Beginning Balance | Expenses | Revenues | Balance Change | Balance    |
|-------------------------|---------------------------------------|-------------------|----------|----------|----------------|------------|
| 05 704 0001             | Varsity Football Balance              | 434.48            | 0.00     | 0.00     | 0.00           | 434.48     |
| 05 704 0002             | 9th Football Balance                  | (72.00)           | 0.00     | 0.00     | 0.00           | (72.00)    |
| 05 704 0003             | 7-8 Football Balance                  | (688.25)          | 623.00   | 0.00     | 0.00           | (1,281.25) |
| 05 704 0004             | Varsity BBB Balance                   | (2,602.36)        | 0.00     | 0.00     | 0.00           | (2,602.36) |
| 05 704 0005             | 9th BBB Balance                       | (320.00)          | 0.00     | 0.00     | 0.00           | (320.00)   |
| 05 704 0006             | 7-8 GBB Balance                       | (1,320.91)        | 0.00     | 0.00     | 0.00           | (1,320.91) |
| 05 704 0007             | 7-8 BBB Balance                       | (1,200.14)        | 0.00     | 0.00     | 0.00           | (1,200.14) |
| 05 704 0008             | Varsity B Track Balance               | (1,073.33)        | 630.86   | 0.00     | 0.00           | (1,704.19) |
| 05 704 0009             | NC Invitational Track Balance         | 4,134.42          | 0.00     | 0.00     | 0.00           | 4,134.42   |
| 05 704 0010             | Traveling Girls BB Balance            | 4,236.80          | 365.00   | 0.00     | 0.00           | 3,871.80   |
| 05 704 0011             | 7-8 Track Balance                     | (386.00)          | 0.00     | 24.00    | 0.00           | (362.00)   |
| 05 704 0012             | Varsity Wrestling Balance             | (6,809.66)        | 0.00     | 0.00     | 0.00           | (6,809.66) |
| 05 704 0013             | 7-8 Wrestling Balance                 | 957.31            | 0.00     | 100.00   | 0.00           | 1,057.31   |
| 05 704 0014             | Cross Country Balance                 | (2,526.00)        | 0.00     | 0.00     | 0.00           | (2,526.00) |
| 05 704 0015             | Varsity Girls Track Balance           | (770.00)          | 581.76   | 0.00     | 0.00           | (1,351.76) |
| 05 704 0016             | Varsity GBB Balance                   | (3,849.79)        | 0.00     | 0.00     | 0.00           | (3,849.79) |
| 05 704 0017             | 9th GBB Balance                       | 0.00              | 0.00     | 0.00     | 0.00           | 0.00       |
| 05 704 0018             | Varsity Volleyball Balance            | (3,086.45)        | 0.00     | 0.00     | 0.00           | (3,086.45) |
| 05 704 0019             | 9th Volleyball Balance                | (1,060.00)        | 0.00     | 0.00     | 0.00           | (1,060.00) |
| 05 704 0020             | 7-8 Volleyball Balance                | 225.00            | 0.00     | 0.00     | 0.00           | 225.00     |
| 05 704 0021             | Boys Tennis Balance                   | (1,092.34)        | 0.00     | 0.00     | 0.00           | (1,092.34) |
| 05 704 0022             | Girls Tennis Balance                  | (563.68)          | 0.00     | 0.00     | 0.00           | (563.68)   |
| 05 704 0023             | MS Crafts Balance                     | 1,465.61          | 0.00     | 0.00     | 0.00           | 1,465.61   |
| 05 704 0024             | Golf Balance                          | (2,441.11)        | 0.00     | 0.00     | 0.00           | (2,441.11) |
| 05 704 0025             | FFA Balance                           | 4,652.66          | 193.20   | 170.00   | 0.00           | 4,629.46   |
| 05 704 0026             | FCCLA Balance                         | 1,241.09          | 0.00     | 0.00     | 0.00           | 1,241.09   |
| 05 704 0027             | Pioneer Youth Boys Basketball Balance | 5,344.33          | 605.00   | 0.00     | 0.00           | 4,739.33   |
| 05 704 0028             | NS Book Fund Balance                  | 2,159.93          | 65.36    | 0.00     | 0.00           | 2,094.57   |
| 05 704 0029             | Singers Balance                       | (226.25)          | 0.00     | 0.00     | 0.00           | (226.25)   |
| 05 704 0030             | Musical Balance                       | 6,563.19          | 0.00     | 0.00     | 0.00           | 6,563.19   |
| 05 704 0031             | DECA Balance                          | (969.77)          | 0.00     | 0.00     | 0.00           | (969.77)   |
| 05 704 0032             | HS Office Faculty Balance             | 0.00              | 0.00     | 0.00     | 0.00           | 0.00       |
| 05 704 0033             | FBLA Balance                          | 414.27            | 0.00     | 0.00     | 0.00           | 414.27     |
| 05 704 0034             | HS Pop Money Balance                  | 14.16             | 0.00     | 0.00     | 0.00           | 14.16      |
| 05 704 0035             | MS Pop Balance                        | 356.07            | 0.00     | 173.00   | 0.00           | 529.07     |
| 05 704 0036             | HS Band Resale Balance                | (410.03)          | 0.00     | 0.00     | 0.00           | (410.03)   |

Fund: 05 Activity Fund

| Chart of Account Number | Chart of Account Description   | Beginning Balance | Expenses | Revenues | Balance Change | Balance    |
|-------------------------|--------------------------------|-------------------|----------|----------|----------------|------------|
| 05 704 0037             | MS BAND RESALE BALANCE         | 426.65            | 0.00     | 0.00     | 0.00           | 426.65     |
| 05 704 0038             | MS WRESTLING CLUB BALANCE      | (10.16)           | 0.00     | 0.00     | 0.00           | (10.16)    |
| 05 704 0039             | PIONEER FOOTBALL BALANCE       | 1,475.97          | 0.00     | 0.00     | 0.00           | 1,475.97   |
| 05 704 0040             | WEIGHTLIFTING BALANCE          | 39.69             | 0.00     | 0.00     | 0.00           | 39.69      |
| 05 704 0041             | MS TRACK CLUB BALANCE          | 633.00            | 153.23   | 0.00     | 0.00           | 479.77     |
| 05 704 0042             | CHILDRENS CHOIR BALANCE        | 275.71            | 0.00     | 0.00     | 0.00           | 275.71     |
| 05 704 0043             | HW BOOK FUND BALANCE           | 1,473.94          | 0.00     | 0.00     | 0.00           | 1,473.94   |
| 05 704 0044             | WRESTLING MATMAIDS BALANCE     | 322.14            | 0.00     | 0.00     | 0.00           | 322.14     |
| 05 704 0045             | CHEERLEADERS BALANCE           | (8,001.46)        | 0.00     | 682.17   | 0.00           | (7,319.29) |
| 05 704 0046             | CLASS OF 2023 BALANCE          | 716.70            | 0.00     | 0.00     | 0.00           | 716.70     |
| 05 704 0047             | DANCE TEAM BALANCE             | (635.32)          | 0.00     | 0.00     | 0.00           | (635.32)   |
| 05 704 0048             | SPEECH CONTEST BALANCE         | 2,452.94          | 75.00    | 0.00     | 0.00           | 2,377.94   |
| 05 704 0049             | DRAMA ACTIVITY BALANCE         | 536.15            | 0.00     | 0.00     | 0.00           | 536.15     |
| 05 704 0050             | MS STUDENT COUNCIL BALANCE     | 12,603.12         | 0.00     | 0.00     | 0.00           | 12,603.12  |
| 05 704 0051             | HS STUDENT COUNCIL BALANCE     | 1,613.21          | 3,600.00 | 4,587.00 | 0.00           | 2,600.21   |
| 05 704 0052             | JOURNALISM BALANCE             | 7,907.64          | 0.00     | 0.00     | 0.00           | 7,907.64   |
| 05 704 0053             | BIG MAC MATH BALANCE           | 4,027.08          | 0.00     | 0.00     | 0.00           | 4,027.08   |
| 05 704 0054             | ART CLUB BALANCE               | 1,465.81          | 0.00     | 0.00     | 0.00           | 1,465.81   |
| 05 704 0055             | CONSTRUCTION CLASS BALANCE     | 2.91              | 0.00     | 0.00     | 0.00           | 2.91       |
| 05 704 0056             | NATIONAL HONOR SOCIETY BALANCE | 735.19            | 0.00     | 0.00     | 0.00           | 735.19     |
| 05 704 0057             | DISTRICT ACTIVITY FUND BALANCE | (2,191.18)        | 0.00     | 0.00     | 0.00           | (2,191.18) |
| 05 704 0058             | HS BAND ACTIVITY BALANCE       | (738.38)          | 0.00     | 0.00     | 0.00           | (738.38)   |
| 05 704 0059             | 6TH GRADE BAND BALANCE         | (985.68)          | 0.00     | 0.00     | 0.00           | (985.68)   |
| 05 704 0060             | HS BOOK SALES BALANCE          | 4,351.27          | 0.00     | 0.00     | 0.00           | 4,351.27   |
| 05 704 0061             | HS SCIENCE GRANT BALANCE       | 2.02              | 0.00     | 0.00     | 0.00           | 2.02       |
| 05 704 0062             | HS QUIZ BOWL BALANCE           | 0.00              | 0.00     | 0.00     | 0.00           | 0.00       |
| 05 704 0063             | MS QUIZ BOWL BALANCE           | 38.00             | 0.00     | 0.00     | 0.00           | 38.00      |
| 05 704 0064             | HS SCIENCE CLUB BALANCE        | 2,092.34          | 0.00     | 0.00     | 0.00           | 2,092.34   |
| 05 704 0065             | HS COLOR GUARD BALANCE         | 896.37            | 0.00     | 0.00     | 0.00           | 896.37     |
| 05 704 0066             | HS METALS BALANCE              | 4.82              | 0.00     | 0.00     | 0.00           | 4.82       |
| 05 704 0067             | MS HOME EC. LAB BALANCE        | 50.03             | 0.00     | 0.00     | 0.00           | 50.03      |
| 05 704 0068             | HS CONCESSIONS BALANCE         | 3,006.43          | 0.00     | 0.00     | 0.00           | 3,006.43   |
| 05 704 0069             | RECORDERS BALANCE              | 25.20             | 0.00     | 0.00     | 0.00           | 25.20      |
| 05 704 0070             | VARSITY CLUB BALANCE           | 26,121.07         | 53.94    | 0.00     | 0.00           | 26,067.13  |
| 05 704 0071             | WELLNESS BALANCE               | 547.30            | 0.00     | 0.00     | 0.00           | 547.30     |
| 05 704 0072             | DRIVER EDUCATION BALANCE       | 27,932.01         | 0.00     | 0.00     | 0.00           | 27,932.01  |

06/2021 - 06/2021

Regular; Beginning Month 06/2021; Processing Month 06/2021; Fund Balance Account 163 Records Selected; 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 0073                    | MS SHOP ACTIVITY BALANCE            | 1,843.03                 | 0.00            | 0.00            | 0.00                  | 1,843.03       |
| 05 704 0074                    | HS PROMOTIONS BALANCE               | 1,750.00                 | 0.00            | 0.00            | 0.00                  | 1,750.00       |
| 05 704 0075                    | SPECIAL EQUIPMENT BALANCE           | (1,372.79)               | 0.00            | 0.00            | 0.00                  | (1,372.79)     |
| 05 704 0076                    | GOLF INVITE BALANCE                 | 0.00                     | 0.00            | 0.00            | 0.00                  | 0.00           |
| 05 704 0077                    | HS PRIDE BALANCE                    | 1,165.80                 | 0.00            | 0.00            | 0.00                  | 1,165.80       |
| 05 704 0078                    | PIONEER GEAR BALANCE                | 744.07                   | 0.00            | 0.00            | 0.00                  | 744.07         |
| 05 704 0079                    | HORTICULTURE BALANCE                | 603.27                   | 0.00            | 0.00            | 0.00                  | 603.27         |
| 05 704 0080                    | BOYS COOP TENNIS BALANCE            | 0.00                     | 0.00            | 0.00            | 0.00                  | 0.00           |
| 05 704 0081                    | CLASS OF 2021 BALANCE               | 891.43                   | 163.25          | 0.00            | 0.00                  | 728.18         |
| 05 704 0082                    | MS PRIDE BALANCE                    | 531.62                   | 0.00            | 0.00            | 0.00                  | 531.62         |
| 05 704 0083                    | ATHLETIC TRAINER SUPPLIES BALANCE   | (577.11)                 | 0.00            | 0.00            | 0.00                  | (577.11)       |
| 05 704 0084                    | MS SCIENCE BOWL BALANCE             | 0.00                     | 0.00            | 0.00            | 0.00                  | 0.00           |
| 05 704 0085                    | HW PURPLE JAM BALANCE               | 500.32                   | 0.00            | 0.00            | 0.00                  | 500.32         |
| 05 704 0086                    | SUMMER SB LEAGUE BALANCE            | 281.25                   | 0.00            | 0.00            | 0.00                  | 281.25         |
| 05 704 0087                    | HAYWARD FUNDRAISER BALANCE          | 3,254.37                 | 0.00            | 180.00          | 0.00                  | 3,434.37       |
| 05 704 0088                    | MS BOOK SALES BALANCE               | 1,544.70                 | 0.00            | 10.00           | 0.00                  | 1,554.70       |
| 05 704 0089                    | PICTURE BOARD BALANCE               | 0.00                     | 0.00            | 0.00            | 0.00                  | 0.00           |
| 05 704 0090                    | VOLLEYBALL CLUB BALANCE             | 257.10                   | 0.00            | 0.00            | 0.00                  | 257.10         |
| 05 704 0091                    | GIRLS SOCCER CLUB BALANCE           | 592.95                   | 0.00            | 0.00            | 0.00                  | 592.95         |
| 05 704 0092                    | CLASS OF 2024 BALANCE               | 673.34                   | 0.00            | 0.00            | 0.00                  | 673.34         |
| 05 704 0093                    | BROADCASTING CLASS BALANCE          | 31.64                    | 0.00            | 0.00            | 0.00                  | 31.64          |
| 05 704 0094                    | HS SHOP RESALE BALANCE              | 62.77                    | 0.00            | 0.00            | 0.00                  | 62.77          |
| 05 704 0095                    | HS ENGLISH BALANCE                  | 291.86                   | 0.00            | 0.00            | 0.00                  | 291.86         |
| 05 704 0096                    | PIONEER PERKS BALANCE               | 619.53                   | 300.00          | 0.00            | 0.00                  | 319.53         |
| 05 704 0097                    | NS FUNDRAISER BALANCE               | 1,482.44                 | 0.00            | 60.00           | 0.00                  | 1,542.44       |
| 05 704 0098                    | BBB SUMMER LEAGUE BALANCE           | 1,715.53                 | 529.40          | 350.00          | 0.00                  | 1,536.13       |
| 05 704 0099                    | WRESTLING CLUB BALANCE              | (3,195.14)               | 0.00            | 0.00            | 0.00                  | (3,195.14)     |
| 05 704 0100                    | HW DARE BALANCE                     | 79.52                    | 0.00            | 0.00            | 0.00                  | 79.52          |
| 05 704 0101                    | PIONEER CROSS COUNTRY BALANCE       | 686.48                   | 0.00            | 0.00            | 0.00                  | 686.48         |
| 05 704 0102                    | CHOIR ROBE FUND BALANCE             | 0.00                     | 0.00            | 0.00            | 0.00                  | 0.00           |
| 05 704 0103                    | DISTRICT II MUSIC CONTEST BALANCE   | 0.00                     | 0.00            | 0.00            | 0.00                  | 0.00           |
| 05 704 0104                    | HS SCIENCE SCHOLARSHIP BALANCE      | 317.51                   | 0.00            | 0.00            | 0.00                  | 317.51         |
| 05 704 0105                    | B&G SOCCER BALANCE                  | (2,366.54)               | 112.00          | 0.00            | 0.00                  | (2,478.54)     |
| 05 704 0106                    | BOYS TENNIS CLUB BALANCE            | (219.34)                 | 0.00            | 0.00            | 0.00                  | (219.34)       |
| 05 704 0107                    | GIRLS GOLF BALANCE                  | (300.45)                 | 0.00            | 0.00            | 0.00                  | (300.45)       |
| 05 704 0108                    | EXPRESSIONS BALANCE                 | 3,447.47                 | 0.00            | 0.00            | 0.00                  | 3,447.47       |

Fund: 05 Activity Fund

| Chart of Account Number | Chart of Account Description       | Beginning Balance | Expenses | Revenues | Balance Change | Balance     |
|-------------------------|------------------------------------|-------------------|----------|----------|----------------|-------------|
| 05 704 0109             | FB JERSEYS BALANCE                 | 60.83             | 0.00     | 0.00     | 0.00           | 60.83       |
| 05 704 0110             | MS VOCAL BALANCE                   | 190.00            | 0.00     | 0.00     | 0.00           | 190.00      |
| 05 704 0111             | HS SPED BALANCE                    | 60.36             | 0.00     | 0.00     | 0.00           | 60.36       |
| 05 704 0112             | SUMMER GBB BALANCE                 | 207.29            | 0.00     | 0.00     | 0.00           | 207.29      |
| 05 704 0113             | PHOTO CLUB BALANCE                 | 111.53            | 0.00     | 0.00     | 0.00           | 111.53      |
| 05 704 0114             | HS TEXTILES BALANCE                | 3.15              | 0.00     | 0.00     | 0.00           | 3.15        |
| 05 704 0115             | GIRLS TENNIS CLUB BALANCE          | (755.77)          | 0.00     | 0.00     | 0.00           | (755.77)    |
| 05 704 0116             | STUDENT FEE DONATION BALANCE       | 707.00            | 0.00     | 0.00     | 0.00           | 707.00      |
| 05 704 0117             | BOYS SOCCER CLUB BALANCE           | 3,790.79          | 1,123.60 | 0.00     | 0.00           | 2,667.19    |
| 05 704 0118             | ARCHERY CLUB BALANCE               | 68.38             | 0.00     | 0.00     | 0.00           | 68.38       |
| 05 704 0119             | WASHINGTON TRIP BALANCE            | 4,981.72          | 0.00     | 0.00     | 0.00           | 4,981.72    |
| 05 704 0120             | COOP BASEBALL BALANCE              | 4,100.00          | 0.00     | 0.00     | 0.00           | 4,100.00    |
| 05 704 0121             | CLASS OF 2022 BALANCE              | 529.30            | 0.00     | 0.00     | 0.00           | 529.30      |
| 05 704 0122             | TENNIS INVITE BALANCE              | 0.00              | 0.00     | 0.00     | 0.00           | 0.00        |
| 05 704 0123             | SOFTBALL BALANCE                   | (5,097.47)        | 0.00     | 0.00     | 0.00           | (5,097.47)  |
| 05 704 0124             | CD/INTEREST BALANCE                | (21,178.51)       | 0.00     | 3.33     | 0.00           | (21,175.18) |
| 05 704 0125             | BASEBALL BALANCE                   | 7.15              | 0.00     | 0.00     | 0.00           | 7.15        |
| 05 704 0126             | MUSIC TRIP BALANCE                 | 4,050.11          | 0.00     | 0.00     | 0.00           | 4,050.11    |
| 05 704 0127             | HAL BALANCE                        | 370.46            | 0.00     | 0.00     | 0.00           | 370.46      |
| 05 704 0128             | BASEBALL CLUB BALANCE              | 1,030.95          | 0.00     | 0.00     | 0.00           | 1,030.95    |
| 05 704 0129             | CAREER & HUMAN DEVELOPMENT BALANCE | 40.44             | 0.00     | 0.00     | 0.00           | 40.44       |
| 05 704 0130             | HS SOUND SYSTEM BALANCE            | 995.21            | 0.00     | 0.00     | 0.00           | 995.21      |
| 05 704 0131             | SUMMER SCHOOL BALANCE              | 4,191.62          | 0.00     | 0.00     | 0.00           | 4,191.62    |
| 05 704 0132             | HS ART FEES BALANCE                | 4,224.38          | 0.00     | 0.00     | 0.00           | 4,224.38    |
| 05 704 0133             | HS SPANISH FEES BALANCE            | 206.73            | 0.00     | 0.00     | 0.00           | 206.73      |
| 05 704 0134             | MS FCS BALANCE                     | 789.47            | 0.00     | 0.00     | 0.00           | 789.47      |
| 05 704 0135             | MS ART FEES BALANCE                | 2,660.86          | 0.00     | 4.00     | 0.00           | 2,664.86    |
| 05 704 0136             | MS IT FEES BALANCE                 | 3,860.82          | 0.00     | 12.00    | 0.00           | 3,872.82    |
| 05 704 0137             | HS FOOD FEES BALANCE               | 1,498.18          | 0.00     | 0.00     | 0.00           | 1,498.18    |
| 05 704 0138             | COLLEGE TUITION FEES BALANCE       | 88.17             | 0.00     | 0.00     | 0.00           | 88.17       |
| 05 704 0139             | CONSUMER MATH SCHOLARSHIP BALANCE  | 1,170.00          | 0.00     | 0.00     | 0.00           | 1,170.00    |
| 05 704 0140             | READING SUPPLEMENT BALANCE         | 555.98            | 0.00     | 0.00     | 0.00           | 555.98      |
| 05 704 0141             | CO BALANCE                         | 14,617.47         | 170.00   | 0.00     | 0.00           | 14,447.47   |
| 05 704 0142             | HEALTH SCIENCE GRANT FUND BALANCE  | 360.31            | 0.00     | 0.00     | 0.00           | 360.31      |
| 05 704 0143             | CLASS OF 2020 BALANCE              | 409.53            | 0.00     | 0.00     | 0.00           | 409.53      |
| 05 704 0144             | PIONEER PETE BALANCE               | 2,191.22          | 0.00     | 0.00     | 0.00           | 2,191.22    |

Nebraska City Public Schools  
07/01/2021 11:36 AM

Activity Fund Balance Report - Summary - Exclude Encumbrances  
06/2021 - 06/2021

Regular; Beginning Month 06/2021; Processing Month 06/2021; Fund Balance Account 163 Records Selected; Fund Number 05

| Fund: 05       | Activity Fund | Chart of Account Number           | Chart of Account Description | Beginning Balance | Expenses  | Revenues | Balance Change | Balance    |
|----------------|---------------|-----------------------------------|------------------------------|-------------------|-----------|----------|----------------|------------|
| 05 704 0145    |               | HS TRACK CLUB BALANCE             |                              | 179.28            | 0.00      | 0.00     | 0.00           | 179.28     |
| 05 704 0146    |               | DISTRICT WRESTLING BALANCE        |                              | 1,044.02          | 0.00      | 0.00     | 0.00           | 1,044.02   |
| 05 704 0147    |               | DISTRICT BASKETBALL BALANCE       |                              | 557.00            | 0.00      | 0.00     | 0.00           | 557.00     |
| 05 704 0148    |               | NAT'L JR. HONOR SOCIETY BALANCE   |                              | 1,312.49          | 0.00      | 0.00     | 0.00           | 1,312.49   |
| 05 704 0149    |               | DISTRICT SOCCER BALANCE           |                              | 751.00            | 0.00      | 0.00     | 0.00           | 751.00     |
| 05 704 0150    |               | MS VOLLEYBALL CLUB BALANCE        |                              | 855.85            | 0.00      | 0.00     | 0.00           | 855.85     |
| 05 704 0151    |               | MS FCCLA BALANCE                  |                              | 1,019.18          | 0.00      | 0.00     | 0.00           | 1,019.18   |
| 05 704 0152    |               | ACTIVITY ADMIN. BALANCE           |                              | 3,582.78          | 1,551.96  | 2,464.50 | 0.00           | 4,495.32   |
| 05 704 0153    |               | ROBOTICS BALANCE                  |                              | (3.64)            | 0.00      | 0.00     | 0.00           | (3.64)     |
| 05 704 0154    |               | DISTRICT VOLLEYBALL BALANCE       |                              | 1,120.00          | 1,638.87  | 140.00   | 0.00           | (378.87)   |
| 05 704 0155    |               | MS ROBOTICS BALANCE               |                              | 1,493.80          | 0.00      | 269.00   | 0.00           | 1,762.80   |
| 05 704 0156    |               | DISTRICT BASEBALL BALANCE         |                              | 380.15            | 0.00      | 0.00     | 0.00           | 380.15     |
| 05 704 0157    |               | TECHNOLOGY BALANCE                |                              | 17,333.08         | 0.00      | 751.00   | 0.00           | 18,084.08  |
| 05 704 0158    |               | MS LIFE SKILLS BALANCE            |                              | 2,981.50          | 0.00      | 0.00     | 0.00           | 2,981.50   |
| 05 704 0159    |               | CA CONSTRUCTION BALANCE           |                              | 9,832.62          | 0.00      | 0.00     | 0.00           | 9,832.62   |
| 05 704 0160    |               | CA HEALTH BALANCE                 |                              | 0.00              | 0.00      | 0.00     | 0.00           | 0.00       |
| 05 704 0161    |               | CA WELDING BALANCE                |                              | 0.00              | 0.00      | 0.00     | 0.00           | 0.00       |
| 05 704 0162    |               | CA-INFORMATION TECHNOLOGY BALANCE |                              | 404.12            | 0.00      | 0.00     | 0.00           | 404.12     |
| 05 704 0163    |               | YOUTH TENNIS CLUB BALANCE         |                              | 2,431.58          | 0.00      | (7.00)   | 0.00           | 2,424.58   |
| Fund Total: 05 |               |                                   |                              | 181,682.88        | 12,535.43 | 9,973.00 | 0.00           | 179,120.45 |

Premier Bank Balance \$ 183,940.45  
 Outstanding Checks - 4,820.00  
 Balance \$ 179,120.45

2021 SUMMER SCHOOL ATTENDANCE AND  
FOOD SERVICE COUNT

| WEEK 1                               |           | 5/24/2021 | 5/25/2021 | 5/26/2021 | 5/27/2021 | 5/28/2021 | WEEKLY ATTENDANCE TOTAL |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------|
| SUMMER SCHOOL ATTENDANCE             | 59        | 62        | 61        | 53        | 50        |           | 285                     |
| <b>WEEKLY BREAKFAST/LUNCH TOTALS</b> |           |           |           |           |           |           |                         |
| BREAKFAST                            | 22        | 26        | 31        | 37        | 38        |           | 154                     |
| LUNCH                                | 49        | 58        | 57        | 60        | 54        |           | 278                     |
| Damaged/non-reimbursable meal        | 0         | 0         | 0         | 0         | 0         |           | 0                       |
| PROGRAM ADULT BREAKFAST/LUNCH        | 0         | 0         | 0         | 2         | 2         |           | 4                       |
| NON-PROGRAM ADULT BREAKFAST/LUNCH    | 0         | 1         | 2         | 1         | 1         |           | 5                       |
| <b>WEEK 2</b>                        |           |           |           |           |           |           |                         |
|                                      |           | 5/31/2021 | 6/1/2021  | 6/2/2021  | 6/3/2021  | 6/4/2021  | WEEKLY ATTENDANCE TOTAL |
| SUMMER SCHOOL ATTENDANCE             | NO SCHOOL | 0         | 52        | 61        | 59        | 50        | 222                     |
| <b>WEEKLY BREAKFAST/LUNCH TOTALS</b> |           |           |           |           |           |           |                         |
| BREAKFAST                            | 0         | 30        | 32        | 27        | 30        |           | 119                     |
| LUNCH                                | 0         | 66        | 67        | 64        | 59        |           | 256                     |
| Damaged/non-reimbursable meal        | 0         | 0         | 0         | 0         | 0         |           | 0                       |
| PROGRAM ADULT BREAKFAST/LUNCH        | 0         | 2         | 2         | 2         | 2         |           | 8                       |
| NON-PROGRAM ADULT BREAKFAST/LUNCH    | 0         | 0         | 1         | 0         | 1         |           | 2                       |

2021 SUMMER SCHOOL ATTENDANCE AND  
FOOD SERVICE COUNT

| <b>WEEK 3</b>                            |  | 6/7/2021 | 6/8/2021 | 6/9/2021 | 6/10/2021 | 6/11/2021 | <b>WEEKLY ATTENDANCE TOTAL</b> |  |
|--|--|----------|----------|----------|-----------|-----------|--------------------------------|--|
| <b>SUMMER SCHOOL ATTENDANCE</b>          |  | 45       | 50       | 46       | 50        | 45        | <b>236</b>                     |  |
| <b>BREAKFAST</b>                         |  | 32       | 31       | 36       | 35        | 32        | <b>166</b>                     |  |
| <b>LUNCH</b>                             |  | 50       | 53       | 46       | 50        | 43        | <b>242</b>                     |  |
| <b>Damaged/non-reimbursable meal</b>     |  | 0        | 0        | 0        | 0         | 0         | <b>0</b>                       |  |
| <b>PROGRAM ADULT BREAKFAST/LUNCH</b>     |  | 2        | 2        | 2        | 2         | 2         | <b>10</b>                      |  |
| <b>NON-PROGRAM ADULT BREAKFAST/LUNCH</b> |  | 0        | 0        | 0        | 0         | 0         | <b>0</b>                       |  |
| <b>WEEK 4</b>                            |  |          |          |          |           |           |                                |  |
| <b>SUMMER SCHOOL ATTENDANCE</b>          |  | 47       | 39       | 33       | 34        | 31        | <b>184</b>                     |  |
| <b>BREAKFAST</b>                         |  | 30       | 27       | 32       | 31        | 28        | <b>148</b>                     |  |
| <b>LUNCH</b>                             |  | 52       | 49       | 50       | 40        | 45        | <b>236</b>                     |  |
| <b>Damaged/non-reimbursable meal</b>     |  | 0        | 0        | 0        | 0         | 0         | <b>0</b>                       |  |
| <b>PROGRAM ADULT BREAKFAST/LUNCH</b>     |  | 2        | 2        | 2        | 2         | 2         | <b>10</b>                      |  |
| <b>NON-PROGRAM ADULT BREAKFAST/LUNCH</b> |  | 0        | 0        | 0        | 0         | 0         | <b>0</b>                       |  |

|            |      | 7/1/2021   | <b>Board Meeting Mileage Sheet</b> |            |                   |          |                    |           |       |           |         |
|------------|------|------------|------------------------------------|------------|-------------------|----------|--------------------|-----------|-------|-----------|---------|
| DATE       |      |            |                                    |            |                   |          |                    |           |       |           |         |
| PURCHASED  | YEAR | TRADE NAME | STYLE                              | NUMBER     | BODY TYPE         | CAPACITY | VEHICLE ID#        | CYLINDERS | COST  | LICENSE # | MILEAGE |
| 11/18/2002 | 2001 | OLDSMOBILE | VAN                                | TAN        | SILJOUETTE        | 7        | 1GHDX23E41D221511  | 6         | 15700 | 53026     | 208227  |
| 10/26/2005 | 2005 | FORD       | VAN                                | WHITE      | ECONOLINE         | 10       | 1FBNE31L95HA27728  | 6         | 17950 | 45007     | 172451  |
| 1/26/2006  | 2005 | CHRYSLER   | VAN                                | GOLD       | TOWN&COUNTRY      | 7        | 2C4GP44R25R519767  | 6         | 18900 | 44957     | 209117  |
| 11/19/2007 | 2007 | FORD       | VAN                                | WHITE      | ECONOLINE         | 10       | 1FBNE31L27DA62220  | 8         | 19549 | 53028     | 178649  |
| 1/4/2008   | 2007 | CHEVY      | VAN                                | TAN        | ES UPLANDER       | 7        | GNDV23107D159355   | 6         | 15570 | 51495     | 167203  |
| 8/12/2008  | 2004 | CHEVY      | PICKUP                             | SILVER     | HEAVY DUTY        | 6        | 1GCHK23G64F153924  | 8         | 14880 | 44965     | 198440  |
| 6/26/2018  | 2013 | FORD       | PICKUP                             | RED        | F150              | 5        | 1FTFW1EF1DKF26059  | 8         | 21000 | 58436     | 115612  |
| 7/20/2009  | 2008 | CHEVY      | VAN                                | WHITE      | UPLANDER LS       | 7        | GNDV23118D104608   | 6         | 15926 | 55997     | 154354  |
| 7/22/2009  | 2008 | CHEVY      | VAN                                | RED        | UPLANDER LS       | 7        | GNDV23128D130117   | 6         | 15926 | 51678     | 178434  |
| 8/17/2009  | 2001 | CHEVY      | VAN                                | WHITE      | EXPRESS           | 2        | 1GCHG35R111152386  | 6         | 9014  | 51494     | 99127   |
| 9/23/2009  | 2009 | FORD       | VAN                                | WHITE      | ECONOLINE         | 10       | 1FBNE31LX9DA54328  | 6         | 22249 | 53021     | 63313   |
| 7/29/2011  | 2000 | FORD       | VAN                                | WHITE      | ECONOLINE         | 2        | 1FTRE1422YHB91542  | 6         | 5480  | 55989     | 160803  |
| 11/16/2011 | 2011 | DODGE VAN  | VAN                                | SILVER     | GRAND CARAVAN     | 5        | 2D4RN3DG5BR626494  | 6         | 17500 | 56539     | 112245  |
| 11/16/2012 | 2011 | DODGE VAN  | VAN                                | SILVER     | GRAND CARAVAN     | 5        | 2D4RN3DG9BR628362  | 6         | 17500 | 56540     | 166410  |
| Dec 2013   | 1982 | Chevy      | PLOW TRUCK                         | GOLD/BROWN | PICK-UP           | 3        | 1GCGK24MOCJ161836  | 8         | 3000  | 57651     | 151360  |
| 5/1/2016   | 2003 | Ford E450  | SPED BUS                           | 13         | FORD E450/CUTAWAY | 13       | 1FDWEW45F83HB65697 | 8         |       | 57655     | 162924  |

# **Nebraska City Public Schools Guiding Principles**

## **Goals established July 2021**

**“Inspiring a culture of excellence that engages all students in lifelong learning.”**

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### **High Quality Instruction and Learning Expectations**

#### ***Programs, Experiences, and Approaches***

- Board of Education and Staff to develop an understanding of how curriculum aligns to the standards.
  - Evaluation of programs.
  - Support quality teaching strategies.
  - Develop and encourage a culture of professional collaboration and shared responsibilities for improving the quality of instruction for all students.
- 

### **Culture, Connectedness, and Personnel Effectiveness**

#### ***Expectations, Development, and Excellence***

- **Create a culture that promotes excellence in the classroom and beyond.**
  - **Continuing to improve the culture that empowers Administrators, Staff, and Students to develop their leadership and achieve personal excellence.**
  - **Promote a positive district culture where all students are equal and they are part of our successes.**
- 

### **Whole Child Focused Learning**

#### ***Curriculum, Instruction, Programs, Experience, and Approaches***

- NCPS will graduate students that are lifelong learners and contributing members of their community.
  - Create an environment where all students and staff succeed in their own unique way.
  - Support the development of the “whole” child by creating a climate of growth and improvement in the areas of instruction, communication, and engagement with staff, students, and families.
  - Support educational programs that support increased student achievement, social emotional skills and positive behavior.
  - Engage staff in PLCs for the purpose of learning and implementing instruction, communication, and engagement of students and families.
  - Study the current English Learner (EL) delivery model and supports that improve services for EL students.
- 

### **Communication and Stakeholder Engagement**

#### ***Communication, Engagement, and Transparency***

- Engage the entire community with our successes, challenges, and future needs to make decisions for the benefit of student achievement.
- 

### **District Resources**

#### ***Budget, Facilities, and Staffing***

- **To have sound fiscal management creating financial sustainability.**
  - **Create a long term plan with processes, decision making matrix.**
-

**RESOLUTION**

**RESOLUTION CALLING  
PROMISSORY NOTES, SERIES 2020,  
DATE OF ORIGINAL ISSUE – AUGUST 17, 2020,  
FOR REDEMPTION PRIOR TO MATURITY**

BE IT RESOLVED by the Board of Education of Otoe County School District 0111 (Nebraska City Public Schools) in the State of Nebraska (the “District”), as follows:

Section 1. That the following notes of the District are hereby called for redemption on August 26, 2021:

Promissory Notes, Series 2020, date of original issue – August 17, 2020, in the principal amount of One Hundred Twenty-five Thousand Dollars (\$125,000), becoming due and bearing interest as follows:

|  |  |                                |                                |
|--|--|--------------------------------|--------------------------------|
| <u>Maturing</u><br><u>August 15:</u><br>2022 | <u>Principal Amount:</u><br>\$125,000* | <u>Interest Rate:</u><br>0.75% | <u>CUSIP No.</u><br>68905F GR4 |
|--|--|--------------------------------|--------------------------------|

\* Partial amount for this maturity.

Said notes are hereinafter referred to as the “Called Notes.”

Said Called Notes are subject to redemption at any time on or after November 17, 2020, at par and accrued interest to the date fixed for redemption. Said notes were issued by the District for the purpose of providing funds to pay general fund expenses of the District (including payment of notes previously issued for such purpose) pending the receipt of general ad valorem taxes levied by the District and other anticipated receipts available for such purposes, and to pay the costs of issuance of the Called Notes.

Section 2. Said notes shall be presented for payment at the principal corporate trust office of BOKF, National Association, Lincoln, Nebraska, as Paying Agent and Registrar (the “Paying Agent”).

Section 3. A copy of this resolution shall be filed immediately with the Paying Agent not less than thirty days prior to said date fixed for redemption. The Paying Agent is hereby directed to mail notice to all registered owners of the Notes to be redeemed not less than thirty days prior to the date fixed for redemption in accordance with their authorizing resolution and to take all other actions deemed necessary in connection therewith.

PASSED AND APPROVED this 12<sup>th</sup> day of July, 2021.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## **5057**

### **District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

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 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. 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.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: December 21, 2016

Revised on: June 11, 2018

Reviewed on: July 13, 2020

## 5018

### Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: December 21, 2016

Revised on: July 10, 2017; November 9, 2020

Reviewed on: July 13, 2020

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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.

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for 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 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 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.

The maximum dollar amount charged by the district for course materials shall be **and may include:**

### **Middle School:**

**Band \$10.00**

### **6th Grade Exploratory classes**

- Art--\$2.00
- I-tech--\$2.00
- FACS--\$2.00
- Computers - \$2.00

### **7th Grade Exploratory classes**

- Art--\$2.00
- I-tech--\$5.00
- FACS--\$2.00
- Computers - \$2.00

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### **8th Grade Exploratory classes**

- 3-D Design--\$5.00
- Murals--\$5.00
- Digital Imaging--\$5.00
- Careers--\$5.00
- Painting--\$5.00
- Drawing--\$5.00
- Computers - \$5.00
- I-tech--not to exceed \$15.00 (depends upon selection of project)
- FACS--\$5.00

### **High School:**

- Spanish 1 - \$2.00
- Human Anatomy & Physiology - \$5.00 (goggles)
- Intro to Industrial Technology - \$20.00
- Woods 1 & 2 - \$10.00
- Construction - \$10.00
- Drafting 1 & 2 - \$10.00
- Auto - \$10.00
- Metals 1, 2 & 3 - \$10.00
- Foods 1, 2 & 3 - \$20.00
- Textiles 1, 2 & 3 - project materials
- Career and Human Development - \$5.00
- Art 1 - \$5.00
- Art 2 & 3/4 - \$15.00
- Sculpture - \$15.00
- Ceramics - \$5.00
- Photography - \$20.00
- Singers (freshman) - \$ 14.00 (shirt)
- Band - \$30.00 (marching shoes and instrument repair) plus cost of instrument

### **5. Extracurricular Activities.**

The 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. Attached to this policy 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 \$35 (covers admission to all extracurricular events)
- Future/Career Community Leaders (FCCLA). Annual dues not to exceed \$50.00, Peer Education Retreat \$30.00, State Leadership Conference \$250, National Leadership Conference \$1,250.00.
- Letterman's Club – Annual dues not to exceed \$25.00.
- National Honor Society – Annual dues not to exceed \$50.00.
- Spanish Club – Annual dues not to exceed \$50.00.
- Science Club – Annual dues not to exceed \$50.00.
- Cheerleading, dance team, 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 \$800.00.
- Football. Students must provide their own football shoes and undergarments.
- Golf. Students must provide their own golf shoes, undergarments, and clubs.
- Softball and baseball. Students must provide their own shoes, gloves, and undergarments.
- Track, volleyball, wrestling and basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America – Annual dues not to exceed \$50.00, State Leadership Conference \$250, National Leadership Conference \$1,250.00.
- Rifle and trap teams. Students must provide their own weapons and ammunition.

## **6. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's 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.

#### **7. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district 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 \$130.

#### **8. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students 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 \$0.10 per page for reproduction of student records.

#### **9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

#### **10. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$250.00.

### **11. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price \$2.00
  - Reduced Price \$0.30
  
- Breakfast Program – Grades 6-12
  - Regular Price \$2.00
  - Reduced Price \$0.30
  
- Lunch Program – Grades K-5
  - Regular Price \$2.90
  - Reduced Price \$0.40
  
- Lunch Program – Grades 6-12
  - Regular Price \$3.10
  - Reduced Price \$0.40

### **12. 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 and marching band shoes, which must be white, rubber-soled sneakers

- 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 \$1,000.00

### **13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in 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. 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 \$10.00 to \$50.00 per year.

#### **C. 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. Actual participation in the free or reduced-price lunch program is not required 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.

#### **D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

#### **E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, 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 clearly communicate that fact to students, parents and patrons.

## **F. 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.

## **G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: December 21, 2016

Revised on: July 10, 2017; June 11, 2018; July 13, 2020

Reviewed on:

## **5054 Student Bullying**

**Definition of Bullying.** The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. 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. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time

of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities that educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: December 21, 2016  
Revised on: June 11, 2018; July 13, 2020  
Reviewed on:

**2009**  
**Public Participation at Board Meetings**

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

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

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: November 14, 2016

Revised on:

Reviewed on:

**2010**  
**Preparation for Board Meetings**

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment.

Adopted on: November 14, 2016

Revised on:

Reviewed on:

## **3001** **Budget and Property Tax Request**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

### **BUDGET PROCEDURES**

**Proposed Budget.** The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

**Budget Hearing Notice.** Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. **The notice shall include the following statement:**

**For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov/>**

**In addition, the district must electronically publish this statement on the school district website. Such electronic publication must be prominently displayed with an active link to the Internet address for the website established by the Nebraska Budget Act to allow the public access to the information.**

**Budget Hearing.** The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be

considered a reasonable amount of time.

**Budget Hearing Documents.** The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

**Budget Adoption.** After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

**Certification and Filing.** The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

**Purchase Authorization.** Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

**Monthly Report.** At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

### **PROPERTY TAX REQUEST PROCEDURES**

**Property Tax Request Hearing.** The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

**Property Tax Request Hearing Notice.** The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year

and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

**Increase in Total Property Taxes Levied.** If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

**Decrease or No Change in Total Property Taxes Levied.** If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

**Resolution.** The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

Adopted on: November 14, 2016

Revised on: November 9, 2020; July 12, 2021

Reviewed on:

# NEBRASKA CITY PUBLIC SCHOOLS



# Certified Staff Handbook

**2021-2022**

Updated July 2021

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## **INTRODUCTION**

This handbook provides information to certified persons 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.

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**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Fritch in writing at 1700 14<sup>th</sup> Avenue, Nebraska City, NE 68410 or by telephone at (402) 873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **DRUG-FREE WORKPLACE REQUIREMENTS**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## **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. If a staff member is injured at work, the staff member must notify the EMC Insurance On Call Nurse at 1-844-322-4668 as soon as possible.

### **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.**

### **Activity Tickets**

All staff, spouses, and their school-age children will be admitted to home games free of charge. **Conference** activity tickets will be issued to staff **with advance notice** 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.

### **Board Policies**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available online on the

district's website ~~or in hardcopy in the main administrative office.~~ These manuals and it will be updated as the board adopts new policies or revises existing policies. In particular, the 4000 series deals with policies that affect personnel. By signing the handbook receipt, you acknowledge that you have been provided access to the policies. Any questions regarding the policies or their application toward you should be addressed to your building principal, supervisor, or the superintendent.

### **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.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
3. 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 complainant believes speaking directly to the person would subject 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](mailto: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 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 received 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.

**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 Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on 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 Business Office 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> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

## **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: Mr. Mark Fritch at 402-873-6033, [mfritch@nebcityps.org](mailto:mfritch@nebcityps.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: Mr. Mark Fritch at 402-873-6033, in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Mark Fritch at 402-873-6033, [mfritch@nebcityps.org](mailto:mfritch@nebcityps.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 are to contact the district office to request to drive a school vehicle and to complete procedures authorizing such. **Staff members who transport students will annually complete all the requirements of NDE Rule 91 in advance.** 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.

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, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

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

### **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.

Certified staff, paraeducators and office staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, when attending workshops, conferences, or inservice days, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without collars, except when the shirt has a logo which identifies the school and/or the school's mascot, and unless the shirt can be deemed professional by other standards.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or 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.
- Jeans of any color except at athletic or other activity practices.
- Hats or sunglasses except when worn outside for sun protection.
- Any attire that is excessively wrinkled or torn, so that it is no longer neat and professional.

- Any clothing that is excessively revealing, tight fitting, or immodest and may distract other employees or students in the learning environment.

Jeans of any color may be worn on the last working Friday of the month, which is considered a “dress down” day. The superintendent may also authorize jeans to be worn on other additional designated days to celebrate achievements, recognize special events, or promote school spirit. Such days may only be designated and authorized by the superintendent.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. The superintendent 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”, school celebrations, special events, or field days). Any violation of school policy and rules may result in disciplinary action.

### **Drug and Alcohol Testing**

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.

### **Expenses**

The board of education 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 at Central Office. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car 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 **daily**. ~~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 e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail 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.

## **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. Maintenance requests should be submitted through School Dude.

## **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria at the daily Board approved rate. The lunch price includes one carton of milk. Extra cartons may be purchased at the daily Board approved rate. 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**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

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.

Communicating with the public, keeping the public informed, and public

relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **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.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy, especially [Board Policy 4043-Professional Boundaries Between Employees and Students](#), 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 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 Six (6) professional growth credits in a six-year period from approved college credit or workshops/activities (as defined in the negotiated agreement) and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. A maximum of one professional growth credit in a six-year period is allowed for coaching clinics.

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

### **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. Requisitions must be submitted online through the purchase order requisition process. Orders should not be placed until the requisition has been approved and a purchase order 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.

### **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 for NCPS sponsored activities should make requests to the building principal as early as possible so that they may be placed on the school calendar. Staff or groups who wish to use school facilities for non-NCPS sponsored activities should contact Central Office to make the request as early as possible.

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.

### **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 Board Policy 4060 for information on 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**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike 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 to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 **regarding Staff and District Social Media Use** 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 of 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.

## **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, school psychologist, information technology personnel, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

## **4. Threat Assessment Investigation and Response**

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

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

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

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

## **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 Request Forms**

Staff members must complete transportation request forms **at least five days in advance and** as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

### **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 a visitor's badge supplied by the building office
- **visitors will be restricted during emergency or crisis situations**

### **Wage and Salary Payments**

#### **2021-2022 PAYROLL DATES:**

| <u>Date Paid</u>   | <u>Time Period</u>     |
|--------------------|------------------------|
| September 1, 2021  | (1/13 of Contract)     |
| September 20, 2021 | 8/1/2021 - 8/31/2021   |
| October 20, 2021   | 9/1/2021 - 9/30/2021   |
| November 19, 2021  | 10/1/2021 - 10/31/2021 |
| December 20, 2021  | 11/1/2021 - 11/30/2020 |
| January 20, 2021   | 12/1/2021 - 12/31/2021 |
| February 18, 2022  | 1/1/2022 - 1/31/2022   |
| March 18, 2022     | 2/1/2022 - 2/28/2022   |
| April 20, 2022     | 3/1/2022 - 3/31/2022   |
| May 20, 2022       | 4/1/2022 - 4/30/2022   |
| June 20, 2022      | 5/1/2022 - 5/31/2022   |
| July 20, 2022      | 6/1/2022 - 6/30/2022   |
| August 20, 2022    | 7/1/2022 - 7/31/2022   |

**Staff members are paid on the 1st business day of each month. If the 1st business day of the month falls on a weekend or holiday, the deposit will be the next business day after the 1st of the month. The district makes all wage**

~~or salary payments (paychecks) via electronic direct deposit to designated financial institutions. Staff who wish to modify their direct deposits must contact the district office. 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, 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 inclement weather or for any other reason, it will be announced on the school alert messaging system, B103, and various TV stations.

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.

## **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 Nebraska City Education Association. **Leave can be granted at a minimum of 1/2 day increments (AM or PM), or full day.** This handbook sets forth the process for using that leave:

#### **1. Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal and the district substitute coordinator after 6:00am the day of the absence, or prior to 10:00pm the evening before the day of the absence. An electronic leave request must be submitted upon return.

At the beginning of each school year, each teacher shall be credited with 10 days paid sick leave allowance. The unused portion of such allowance shall be accumulated from year to year with a 60-day limitation. Upon request, the Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit. Sick leave is to be used when teacher absence is caused by illness or physical disability of the teacher. Staff are required to use all of their accrued Sick Leave, in addition to their Personal Leave Days concurrently with any qualifying FMLA leave. No discrimination will be shown towards parents in terms of promotion or tenure due to taking leave as provided within (updated 2018-2019)

If teachers have sick leave days left at the end of the year from the current year credit of ten (10) days paid sick leave, they will receive a stipend in the July payroll based on:

- 0-2 sick days used in a school year – Stipend of \$500
- 3-5 sick days used in a school year – Stipend of \$250
- or more sick days used in a school year – No stipend

#### **2. Personal Leave**

Personal leave shall consist of two (2) days per year per teacher. The leave shall be non-accumulative. The leave may be taken for any reason, PROVIDED the teacher notifies the building principal one week in advance, EXCEPT non-emergency personal leave shall not be granted immediately preceding or following vacation period, including the opening and closing days of the school year; nor may personal leave be taken for days designated for parent-teacher conferences. For personal leave to be granted after April 1, a teacher must give a

reason for the use of a personal day. That day may or may not be granted based upon the availability of substitutes, other activities that are going on in the buildings and the district that day, and must have the final approval of the building and/or district administration. An emergency personal leave may be granted at any time, if the leave is of an emergency nature, at the discretion of the building principal and/or superintendent. If the personal leave is not granted, the denial will be explained in writing to the requesting teacher. All non-emergency requests made less than one week in advance may be granted at the option of the building principal. Requests will be honored on a first come basis. Staff members, who do not use their Personal Leave Days during the school year, will be reimbursed \$50 for the first unused day and \$100 for the second unused day. This reimbursement will be included in their July check. Staff members may carry forward one (1) paid day to next year. The 3rd day that is carried forward will need to be used in that school year, if not, it will be reimbursed \$50.

### **3. Professional Leave**

A leave of two (2) days shall be granted upon request by a teacher to attend events or observe programs which may help a teacher in the performance of his/her classroom or extra duty responsibility. This shall include, but not be limited to, clinics, workshops, conferences, and any other meetings or events deemed beneficial to their Assignment. Leave days may also be used by Head Varsity Coaches and Assistant Varsity Coaches to attend State High School Meets in their particular coaching area. Transportation to State High School Meets will be provided for coaches that take teams to the meets based on available transportation.

The tuition, travel, and meal expenses associated with the clinic, workshop, conference, or other event deemed beneficial to the teacher's assignment will be paid by the teacher (other than transportation to State High School Meets, if transportation is available). The expense of such leave is the responsibility of the teacher, with the exception of the paid substitute.

Certified staff members who wish to take professional leave must submit an electronic 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.

#### **4. District Wide Professional Day**

One (1) additional day of professional leave will be organized by the District.

#### **5. 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, safety and security information);
- d) a copy of this handbook; and
- 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.

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 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. Direct Deposit information,
- c. Citizenship form,

- d. Background check,
- e. withholding form W-4, and
- f. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first payday 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) must be sent to the building principal for administrative discipline. The classroom teacher may also 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. 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.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. 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.

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.

## **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, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director 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 Nebraska City Public Schools, 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.

### **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. Absolutely 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. Classroom teachers may use the window area of the central office or the commons area to display student work during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **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 student 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.

### **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 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 extra-curricular 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 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)
  - 3) hold up a White Card (extra students 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 basement, 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.

## **Examinations**

Semester examinations will be given 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.

## **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.

## **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 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 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

### **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 a parking lot reserved for them. **Students are not to park their cars in the staff lot.** 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.

### **PowerSchool and PowerGrade**

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. 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 PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade 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 PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact 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 7:45 a.m. and 4:00 p.m., Monday through Thursday and 7:30 a.m. and 3:45 p.m. on Fridays. 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.

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 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.

### **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 required to substitute during their planning period and will be compensated at the current board approved rate of pay.

### **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 the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils 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.

## STAFF DIRECTORY

### Members of the Board of Education:

|                       |                |
|-----------------------|----------------|
| Kent Blum.....        | President      |
| Jim Nemec.....        | Vice-President |
| Lisa Chaney.....      | Member         |
| Jeff Frields.....     | Member         |
| Stacie Higgins.....   | Member         |
| Stephen Luther.....   | Member         |
| Don Loseke.....       | Member         |
| Nick Schmitz.....     | Member         |
| Teri Stukenholtz..... | Member         |

### Administrative Staff:

|               |  |
|---------------|--|
| Mark Fritch   | Superintendent                                 |
| Jason Hippen  | Director of Student Services                   |
| Craig Taylor  | Director of Curriculum and Assessment          |
| Brian Hoover  | High School Principal                          |
| Matt Koehler  | School Assistant Principal/Activities Director |
| Ethan Pellatz | Middle School Principal                        |
| Kaleb Walker  | Middle School – Dean of Students               |
| Scot Davis    | Hayward Elementary Principal                   |
| Brent Gaswick | Northside Elementary Principal                 |

### Central Office Staff:

|                   |   |
|-------------------|---|
| Brenda Wieckhorst | Business Manager                                      |
| Terry Hopkins     | Activities Bookkeeper                                 |
| Carla Zaroban     | Superintendent’s Administrative Assistant             |
| Ree Shirley       | Director of Student Services Administrative Assistant |
| Kathy O’Connell   | Registrar   |
| Erin Johnson      | Business Clerk  |

# NEBRASKA CITY PUBLIC SCHOOLS 2021-2022 CALENDAR

Approved 3-8-2021

|  | August 2021    |    |    |    |    |    |    | January 2022  |    |    |    |    |    |    |   |
|--|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
|  | Su             | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa |   |
| August 6th--New Teacher Day                                |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
| August 9th--11th Staff Inservice                           |                |    |    |    |    |    |    |               |    |    |    |    |    | 1  |   |
| August 10th--Back to School Nights                         | 1              | 2  | 3  | 4  | 5  | 6  | 7  | 2             | 3  | 4  | 5  | 6  | 7  | 8  | Jan 3: Teacher Inservice (No School Grades K-12)  |
| August 12th--First Day of School (K, 3rd, 6th & 9th grade) | 8              | 9  | 10 | 11 | 12 | 13 | 14 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | Jan 4: School Resumes   |
| August 13th--All student Report                            | 15             | 16 | 17 | 18 | 19 | 20 | 21 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | Jan 12th: Early Dismissal   |
| August 18th--Early Release                                 | 22             | 23 | 24 | 25 | 26 | 27 | 28 | 23            | 24 | 25 | 26 | 27 | 28 | 29 | Jan 26th: Early Dismissal   |
|  | 29             | 30 | 31 |    |    |    |    | 30            | 31 |    |    |    |    |    |   |
|  | September 2021 |    |    |    |    |    |    | February 2022 |    |    |    |    |    |    |   |
|  | Su             | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa |   |
| Sept 1st--Early Release                                    |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
| Sept 6th: Labor Day - No School                            |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
| Sept 15th--Early Release P/T Conferences                   |                |    |    | 1  | 2  | 3  | 4  |               |    | 1  | 2  | 3  | 4  | 5  | Feb 9th: Early Dismissal  |
| September 16th--P/T Conferences                            | 5              | 6  | 7  | 8  | 9  | 10 | 11 | 6             | 7  | 8  | 9  | 10 | 11 | 12 | Feb 4th: No School (Teacher Inservice)  |
| September 17th--No School                                  | 12             | 13 | 14 | 15 | 16 | 17 | 18 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | Feb 21-25 Hayward Music Concerts  |
| Sept 20th--No School (Teacher Inservice)                   | 19             | 20 | 21 | 22 | 23 | 24 | 25 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | Feb 23rd: Early Dismissal   |
| Sept 29th--Early Release                                   | 26             | 27 | 28 | 29 | 30 |    |    | 27            | 28 |    |    |    |    |    |   |
|  |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
|  | October 2021   |    |    |    |    |    |    | March 2022    |    |    |    |    |    |    |   |
|  | Su             | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa |   |
| October 13th--Early Release                                |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
| October 15th--End of Q1                                    |                |    |    |    |    | 1  | 2  |               |    | 1  | 2  | 3  | 4  | 5  | Mar 4: End of Q3  |
| October 18th--No School (Teacher Inservice)                | 3              | 4  | 5  | 6  | 7  | 8  | 9  | 6             | 7  | 8  | 9  | 10 | 11 | 12 | Mar 9: K-12 P/T Conferences (Early Dismissal)   |
| October 27th--Early Release                                | 10             | 11 | 12 | 13 | 14 | 15 | 16 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | Mar 10: K-12 P/T Conferences (No School Grades K-12)                                      |
|  | 17             | 18 | 19 | 20 | 21 | 22 | 23 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | Mar 11: No School   |
|  | 24             | 25 | 26 | 27 | 28 | 29 | 30 | 27            | 28 | 29 | 30 | 31 |    |    | Mar 14: No School (Teacher Inservice)   |
|  | 31             |    |    |    |    |    |    |               |    |    |    |    |    |    | Mar 23rd: Early Release   |
|  |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
|  | November 2021  |    |    |    |    |    |    | April 2022    |    |    |    |    |    |    |   |
|  | Su             | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa |   |
|  |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
| Nov. 10 early dismissal                                    | 7              | 8  | 9  | 10 | 11 | 12 | 13 | 3             | 4  | 5  | 6  | 7  | 8  | 9  | Apr 6th: Early Release  |
|  | 14             | 15 | 16 | 17 | 18 | 19 | 20 | 10            | 11 | 12 | 13 | 14 | 15 | 16 | Apr 15: Spring Break (No School)  |
| Nov 24 - 26: Thanksgiving Break (No School)                | 21             | 22 | 23 | 24 | 25 | 26 | 27 | 17            | 18 | 19 | 20 | 21 | 22 | 23 | Apr 18: Spring Break (No School)  |
|  | 28             | 29 | 30 |    |    |    |    | 24            | 25 | 26 | 27 | 28 | 29 | 30 | April 27: Early release   |
|  |                |    |    |    |    |    |    |               |    |    |    |    |    |    |   |
|  | December 2021  |    |    |    |    |    |    | May 2022      |    |    |    |    |    |    |   |
|  | Su             | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa |   |
| Dec 8th: Early Release                                     |                |    |    | 1  | 2  | 3  | 4  |               |    |    |    |    |    |    |   |
| Dec 17: End of Q2 and 1st Semester                         | 5              | 6  | 7  | 8  | 9  | 10 | 11 | 1             | 2  | 3  | 4  | 5  | 6  | 7  | May 8: Graduation   |
|  | 12             | 13 | 14 | 15 | 16 | 17 | 18 | 8             | 9  | 10 | 11 | 12 | 13 | 14 | May 17: POSSIBLE End of 4th Quarter and 2nd Semester/Last Day of School (Early Dismissal) |
| Dec 20 - 31: Christmas Break (No School)                   | 19             | 20 | 21 | 22 | 23 | 24 | 25 | 15            | 16 | 17 | 18 | 19 | 20 | 21 |   |
|  | 26             | 27 | 28 | 29 | 30 | 31 |    | 22            | 23 | 24 | 25 | 26 | 27 | 28 |   |
|  |                |    |    |    |    |    |    | 29            | 30 |    |    |    |    |    |   |

**Early Dismissal School Times**

Northside: 8:10am to 1:15pm  
 Hayward: 8:15am to 1:20pm  
 Middle School: 8:05am to 1:25pm  
 High School: 8:00am to 1:30pm

**Student Days**

1st Quarter: 43  
 2nd Quarter: 41  
 1st Semester: 84  
 3rd Quarter: 43  
 4th Quarter: 48  
 2nd Semester: 91  
 School Year: 175

**School Times**

Northside: 8:10am to 3:20pm  
 Hayward: 8:15am to 3:25pm  
 Middle School: 8:05am to 3:32pm  
 High School: 8:00am to 3:40pm

*It's a GREAT day to be a PIONEER!*

**COVID-19 EMERGENCY CRISIS STATEMENT**

~~In light of the~~ **In the event of** unique challenges and circumstances posed by ~~the outbreak of the novel coronavirus~~ **an emergency or crisis situation** and/or ~~the recent~~ promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the Superintendent or Board of Education at any time, consistent with applicable law and board policy.

All staff shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Nebraska City Public Schools Certified 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Northside Elementary School**  
**Home of the Pioneers**  
**2021-2022**

306 S. 14<sup>th</sup>  
Phone: 402-873-6641

Nebraska City, NE 68410  
Fax: 402-873-9274

Mr. Mark Fritch  
Superintendent

Mr. Brent Gaswick  
Principal

---

**PRINCIPALS' MESSAGE**

Dear Parents/Guardians and Students:

We welcome you and your child(ren) to the Nebraska City Public Schools.

The entire staff at Northside Elementary is dedicated to exceeding your child's educational needs.

We have made this handbook so that you and your child may know a little more about the school, and thus feel more at home with us. All references to parents in this handbook are, of course, meant to include all guardians of children in our schools. Throughout the year, additional information will be released through bulletins and other sources. It is hoped that this will be read carefully and referred to as needed.

Please read this booklet with the knowledge that your child has a "home away from home" at our elementary school. It will give you an idea of how we operate Northside and will help us to work together more effectively. Although the information found in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation, and is not a "contract" with the school district. The administration reserves the right to make decisions about individual situations as necessary. We are just as sincerely interested in your child as you are, with your help and cooperation, we hope that we may do the very best job possible. There is no problem that cannot be solved if we all work together.

We wish you and your child a successful year.

Thank you for choosing Nebraska City Public Schools. With your support we know this will be a successful year.

Sincerely,

Brent Gaswick  
Northside Principal

*Cut and return to the office*

---

Dear Parent/Guardian:

Please review the Northside Parent/Student Handbook with your child. It can be found on our school website ([www.nebcityps.org](http://www.nebcityps.org)). A hard copy can also be requested from the school. It is required that you sign this form and return it to the school.

My child \_\_\_\_\_ and I have received and understand the Parent/Student Handbook for the 2021-2022 school year. We have read and discussed the section of the Student Handbook on page 17 entitled, "Telecommunications Acceptable Use Policy".

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher Signature

## **MISSION STATEMENT**

*Inspiring a culture of excellence that engages all students in lifelong learning.*

*Statements of Belief:*

*We believe all students will:*

Be safe, respectful, and responsible citizens  
Thrive in a culturally diverse environment  
Learn through cooperative efforts  
Think and solve problems creatively  
Become technologically proficient  
Develop visionary thinking  
Be life-long learners

**Academic Goal: All students will increase Reading skills across content areas.**

**Behavior Goal: All Students will Be Safe, Be Respectful, and Be Responsible!**

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**ATTENDANCE POLICIES**

Nebraska City Public Schools complies with the Nebraska Compulsory Education Law.

Pupils are expected to be in attendance everyday that school is in session. Good attendance is one of the best indicators of future success in school. If a child is not present in school he/she is counted absent regardless of the reason for the absence.

The parents of any student, who is absent for any reason, four (4) days from school will receive a letter from the principal. A second letter will be sent home at eight (8) absences and every four (4) absences thereafter. Parents of students who are absent ten (10) days in a semester maybe requested to conference with the building principal. The purpose of the conference is to develop a plan to improve attendance.

**A letter may be sent to the county attorney if absences exceed twenty (20) days cumulative. Building administrators will take documented medical issues and family crisis into consideration.**

**ABSENCES AND TARDINESS**

Parents/Guardians should notify the elementary school office on the morning of a child’s absence before 8:00 a.m. If you have not made contact by 8:00 a.m., the secretary will attempt to make contact with you. It is important that we confirm the whereabouts of your child. It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day. If tardies become excessive (4 in a quarter) a letter will be sent home and the building principal may call the parents in order to develop a plan to correct the issue. Students are considered tardy if they arrive at school five minutes after school has started.

A Student who arrives after **9:45 a.m.** or leaves before **1:45 p.m.** and does not return to school will be marked a ½ day absent. Appointments that cause a student to miss more than an 1 ½ hours during the school day will also be counted as a ½ day absent.

If a child is out of school with any contagious disease, they may return with an admittance slip signed by the parents, and be checked by the school nurse before returning to the classroom.

**ACCIDENTS**

The School (School District) shall not be responsible for any medical costs incurred by any student who is injured while attending School, any class, any School function, on the premises of the School or at any off premises location at any activity authorized or sanctioned by the School (School District).

**ADDRESS CHANGE**

Parents should notify the office immediately of any change in address, phone number or family doctor. All unlisted numbers will be kept confidential.

All new students or transfers should contact the school principal as soon as possible. If transfer is known in advance, we would appreciate early notice.

**ARRIVAL AT SCHOOL**

Children are not to arrive on school grounds earlier than 20 minutes before school begins unless riding the bus. No adult supervision is provided before then. Children get cold and discipline problems arise when students arrive too early before school starts. If consistently arriving at school prior to the time supervision is provided administrators may contact parents about this situation.

**BELL SCHEDULES**

**NORTHSIDE**

|                          |             |
|--------------------------|-------------|
| Supervision Begins ..... | <b>7:50</b> |
| Morning Bell.....        | <b>8:10</b> |
| Tardy Bell.....          | <b>8:15</b> |
| Dismissal Bell.....      | <b>3:20</b> |

**HAYWARD**

|                          |             |
|--------------------------|-------------|
| Supervision Begins ..... | <b>7:55</b> |
| Morning Bell.....        | <b>8:15</b> |
| Tardy Bell.....          | <b>8:20</b> |
| Dismissal Bell.....      | <b>3:25</b> |

**BICYCLES**

Students are to park their bikes in the appropriate bike racks or where designated. Students are advised but not required to keep their bicycles locked. Under no circumstances is any student to borrow or tamper with a bicycle that is not their own. Once a bicycle is parked in the morning it should not be ridden until school is dismissed.

**BIRTH CERTIFICATES**

Board Policy requires that all new enrolling students must show a certified birth certificate. A copy will be made for school files and the original will be returned to the parent or guardian. If there are any questions, the school principal should be consulted.

## **BULLYING**

Nebraska City Public Schools strives to maintain a positive educational atmosphere for students. The school district recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment. Bullying is defined as an ongoing pattern of physical, verbal, or electronic abuse on school grounds or at school sponsored activities. Nebraska City Public Schools have adopted strategies and practices to reinforce positive behaviors and to discourage inappropriate behaviors. Behaviors defined as bullying, will result in disciplinary action as deemed appropriate by the school administrator.

## **BUS TRANSPORTATION**

Bus transportation is provided between the elementary buildings, and for rural students. Residential students wishing to ride the bus should go to the Northside or Hayward buildings by 7:45 a.m. A bus will take them to their school. A bus will also return them to their neighborhood school at the end of the day. Union and rural students will work out their schedules with the transportation department.

## **BUS RULES**

In the interest of safety, students riding in a bus will be expected to listen to the bus driver and follow all bus rules. It is a privilege, not a right, for students to ride the bus. The administration reserves the right to suspend bus-riding privileges at any time regardless of the number of violations committed. The bus driver does not administer the below actions, the school administration does. Direct all questions to the transportation supervisor and/or school administration.

**Basic Rules-** (Not intended to cover all situations)

|                                     |  |
|-------------------------------------|--|
| Obey bus driver                     | Sit down                                     |
| No profanity                        | Face the front                               |
| No bullying                         | No fighting or play fighting                 |
| Keep hands & objects inside the bus | Don't throw objects inside or outside of bus |

**1<sup>st</sup> - Violation:** the driver will give a verbal warning. If the behavior continues the bus driver, transportation supervisor or elementary principal will fill out an office referral form. This report will be given to the elementary principal who will notify the parents. Additional consequences may be given at this time.

**2<sup>nd</sup> - Violation:** same as above, except that privileges of riding the bus will be suspended for 1 week (5 school days).

**3<sup>rd</sup> - Violation:** same as #1, except that privileges of riding the bus will be suspended for 2 weeks (10 school days).

**4<sup>th</sup> - Violation:** same as #1, except that privileges of riding the bus may be suspended for the rest of the semester.

## **CELL PHONES**

Students are required to shut off their cell phones and put them in their backpack or locker during school hours. If students violate this rule their cell phones will be taken and held in the principal's office until the end of the school day.

1<sup>st</sup> - Violation: Cell phone will be returned to the student at the end of the school day and parents will be notified.

2<sup>nd</sup>- Violation: Cell phone will only be returned to parent or guardian.

3<sup>rd</sup>- Violation: Cell phone will only be returned to parent or guardian. The Principal may assign additional consequences.

## **CLASSROOM VISIT PROCEDURES**

To assure a successful school observation, teachers and administrators ask visitors to follow these guidelines:

1. Parents/guardians are invited to make appointments with the building principal to visit classes and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity.
2. All observation sessions will be planned in advance so as not to create conflict with the teacher and student schedule. Therefore, arrangements must be made prior to the day of the classroom visit or observation. The principal will limit the duration of any observation to 60 minutes in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. Additional observation time will not be permitted absent unusual circumstances, in the sole discretion of the building principal. No parent may observe or visit a classroom during an assessment.
3. The principal reserves the right to decline the request for classroom observation if it is determined that such an observation would cause undue disruption in the educational process.
4. For security reasons, visitors are required to sign in at the school office, to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors are asked to sign out when leaving the building.
5. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.
6. During the observation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

All aspects of individual student confidentiality must be preserved and respected.

### **COMPLAINT PROCEDURE**

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, 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 to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator 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.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) The superintendent will investigate, as he or she deems appropriate.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - d) 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:
  - 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.
    - 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 refer the matter to the board of education for consideration at a regular or special meeting.

### **CODE OF CONDUCT / STUDENT DISCIPLINE**

#### **Board of Education Discipline Policy:**

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors leading to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or

staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

## **I WILL - Be Safe / Be Respectful / Be Responsible**

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

### **Definition of Discipline**

An ongoing process designed to teach, model, and use appropriate strategies to promote the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

### **Belief Statements**

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student - a) will not be allowed to interfere with the learning opportunities of another student, b) will not be allowed to interfere with the teacher's responsibility to teach all students, and c) will not excuse the misbehaving student from also successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine--not a disruption.
4. Self-discipline is the expected outcome.
5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.

### **Discipline Expectations**

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

### **General Discipline Philosophy**

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

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

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

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extra curricular 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.

### **Levels of Unacceptable Behavior**

**LEVEL ONE: Productive Personal Environment** -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student. Minimum consequence: Teacher making eye contact with student  
Maximum consequence: Detention

**LEVEL TWO: Productive Classroom Environment** -- Behaviors that occur in the classroom and interfere with the learning of others.

Minimum consequence: Teacher making eye contact with student

Maximum consequence: In-School Suspension

**LEVEL THREE: Orderly Environment** -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.

Minimum consequences: teacher making eye contact with student

Maximum consequences: short-term suspension

**LEVEL FOUR: Safe Environment** -- Behaviors that are intended to cause another individual physical harm and/or are illegal.

Minimum consequences: one day out-of-school suspension

Maximum consequences: one year out of school

### **Examples of Unacceptable Behaviors**

LEVEL ONE: incomplete work, sleeping, inattentiveness, loitering, wearing hats in building

LEVEL TWO: leaving the room without permission, inappropriate movements, disruption of environment (noises, faces, improper attire etc.), talking without permission, failure to abide by classroom rules

LEVEL THREE: petty theft, derogatory remarks, improper language, elementary grade fighting, racial remarks, disrespect, destruction of property, noncompliance, intimidation, public displays of affection, going to parking lot or leaving the campus without permission, any other words or actions that would negatively affect an orderly environment.

LEVEL FOUR: weapons, arson, bomb threats, sexual harassment, felony theft, drugs or look-a-likes, tobacco, alcohol, physical assault (fighting), bodily harm or threatening bodily harm, lewdness, engaging in any other activity forbidden by the laws of Nebraska which constitutes a danger to others or substantially interferes with school purposes.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior which 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, 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; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **In-School Suspension**

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

### **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 or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made 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 or administrator 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. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

### **Long-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion shall mean 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 10 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 10 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 and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

The following student conduct shall constitute 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;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;

8. Sexually assaulting or attempting to sexually assault any person. In addition, 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, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, gender, national origin, or religion;
12. Dressing 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;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically;
15. Bullying as defined by Nebraska law;
16. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
17. 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. This provision will be enforced for conduct that occurs off school grounds if it causes or may reasonably be expected to cause a substantial interference with school purposes; or
18. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct that 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 shall be expelled for the remainder of the school year in which it took effect. If the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

#### **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. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
  6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

### **DELIVERIES**

It is the practice at the Elementary buildings that deliveries of flowers, balloons, etc. for students will be held in the office until the end of the day. No flower/balloon type deliveries for students will be accepted for Valentine's Day. These practices are to minimize classroom disruptions and hurt feelings.

### **DISCIPLINE**

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which he/she feels unable to cope should be referred to the Principal. Exclusion from class for a brief time may be necessary in order to provide time for the Principal and teacher to confer with parents in regard to a solution of the problem. A teacher stands in the place of the parent while the pupils are under his/her control and has the same right to command and enforce obedience, which the parent has in the home.

### **DISMISSAL**

Children will not be dismissed from school before dismissal time without direct, phone, or note permission from their parents or an authorized adult. Instruct your child never to leave school with a stranger.

Children who are not waiting for a ride or involved in a supervised activity are to leave the school grounds immediately after dismissal. Children may return to use the playground after 4:00 p.m.

### **DRESS FOR STUDENTS**

The school administration and teachers encourage all to dress in a fashion that reflects a style appropriate for a school day or school activity.

Students are prohibited from wearing the following attire at school or at school-sponsored events: This list is not inclusive of all items, which may be excluded:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Headgear including hats, bandannas, sweatbands, stocking caps, do-rags, scarves, and visors are prohibited.
4. All shorts/dresses/skirts are to reach to mid-thigh or longer. With arm hanging at the side and fingers extended, the length of the shorts/dresses/skirts must extend beyond the tip of the longest finger.
5. Hairstyles, which distract from the learning process or the health and safety for either the student or others
6. Any clothing that could cause damage to others or school property
7. Clothing or articles, which are soiled, torn, ragged, or sagging.
8. Costumes of any kind except for those allowed on designated days.
9. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
10. Coats during school hours unless the student has permission from a faculty member
11. Clothing with tears or holes that expose flesh or underclothes

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. Repeated dress code violations may result in additional consequences.

For playing outdoors in wet and snowy weather your child needs overshoes or rubber boots and snow pants are encouraged. Shoes should be sent with the boots for indoor wear. Be sure boots, mittens, caps, scarves, etc. are labeled with your child's name. If temperature drops below 15 degrees F with or without wind chill, children will stay indoors.

### **HEALTH**

Nebraska Department of Health and Human Services prescribes a schedule for screenings based on current medical and public health practice. The schedule requires a physical screening by the school nurse for all kindergarten through fourth grade students. The results of the screening will be recorded on their permanent record. Parents will receive a written notice of any defective symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

1. First-aid for sudden illness or injury.
2. In the event of a life threatening respiratory emergency, the school will administer medications as directed on any student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility by rescue squad at the family's expense.
3. The school's obligation continues until after the emergency has been placed in the care of the family or physician of their choice.
4. Exclusion of children: having a temperature of 100 degrees or more for 24 hours after symptoms have stopped; with a suspicious contagion; symptoms of vomiting, headaches, active head lice; etc.
5. Any pupil with a rash that the school nurse cannot identify must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted their family physician and he recommended readmission with a written notice to this effect, then admittance is acceptable.
6. Children with cases of chickenpox must be excluded from school until each sore has developed a scab, and they no longer have a fever.

Parents can help the school health program by completing the health appraisal form sent home. You are asked to do this just once during your child's school term, with short forms being sent out each year thereafter, requesting only new information regarding illness, etc., which has occurred during the past school year and summer.

Nebraska State Law requires a physical examination for all children entering school in Nebraska for the first time. This includes all kindergarten students and any transfer students who are coming from another state.

It is necessary to have a telephone number other than your own to call in case of an emergency. Be sure this party is aware that you have given the school their number to call.

Children, who must remain indoors because of health reasons, must bring a note to that effect. The school takes special care in maintaining respect for each child's health and well-being. No child will be sent outside during inclement weather if it in any way would jeopardize his/her health. We ask parents to cooperate by not sending notes asking for their child to remain inside during recess period unless it is an absolute necessity. A note from the doctor may be required of requests for keeping children in from recesses for extended periods of time.

### **HOMEWORK**

The teachers may require homework if it is a requirement of the curriculum or they feel that it will be a benefit to the student. This assignment will be given with the thought of what is best for your child and is designed as an extension of the school instruction not as busy work. We appreciate any help you may give the child, but doing their homework for them is not helpful. Encouraging them to finish and turn in their homework on time is important. Thank you for teaching them to be responsible.

### **IMMUNIZATIONS**

State law requires students to be immunized against hepatitis B, measles, mumps, rubella, polio, diphtheria, pertussis, tetanus and varicella prior to enrollment in school. Students are required to be immunized against varicella or provide month/year the student had the chickenpox. Proof of immunizations is required. You must either have met immunization requirements for enrollment or be working toward completing requirements as fast as medically possible to be provisionally enrolled or receive an exemption.

### **LIBRARY**

Books may be checked out of the library for two weeks. Students may be required to check out books with a reading difficulty level within their established reading level range. The student is responsible for any damage to the book and if any book is lost, report cards can be held until restitution is made.

Each elementary school has a fine library collection, accessible to students and teachers at all times. A library aide is usually on duty or available for assistance.

### **LICE**

The procedure for monitoring and controlling lice in the elementary schools is:

1. Routine head-checks will be done twice a year; once at the beginning of the year and once after Christmas break.
2. Head-checks will be done more frequently at parent or teacher request, or as the need arises.
3. Any child found to have head lice will be sent home immediately with instructions for treatment and head lice control at home. A head-check of the child's classmates will be done at that time to determine if the head lice has spread within the classroom.
4. Parents will also be notified at the time of any head-checks if any nits are present.
5. Children will be readmitted to class after treatment with insecticidal louse shampoo. Parents need to send a note or call the school informing the school that the shampoo has been used. Children will be rechecked when they return.

### **LOST AND FOUND**

The school secretary will handle the lost and founds, however, dangerous and illegal articles are confiscated. Pupils should be discouraged from bringing costly items or large sums of money to school. Parents are advised to mark children's clothing and possessions.

### **MEDICATIONS**

Please do not send any medication to school with your child unless absolutely necessary. Dosages for medicines should be arranged to be given during non-school hours if possible. If medications must be given during school hours, the medication must be kept in the office. A permission form listing the student's name, the name of the medication, amount of medicine to be given, and the reason for the medication must be filled out and given to the office. For any long-term prescription medications, the form must have a doctor's signature. Forms are available in the office. Over-the-counter medications must be in the original container and age appropriate. Prescription medications must be in the original prescription bottle, labeled with the student's name, name of the medication, dosage, and directions for administering. Parents assume responsibility for monitoring the effects of the medication.

### **PARENT/TEACHER CONFERENCES**

We are going to request at least two scheduled conferences with you during the 1st and 3rd quarters. Additional conferences may be initiated by either the parent or the teacher at any time. Conferences help the teacher to understand the child and in many cases bring the parents into a closer working relationship with the school.

### **PARTIES & PARTY INVITATIONS**

Various parties may be held each year: This includes: Halloween, Christmas and Valentine's Day. Parties will last approximately 45 minutes to one hour. Times will be determined by the staff in each school. There may be a Valentine exchange in grade K-5.

If a child brings treats for the room on his birthday, the last 5 minutes of the day or milk break may be used for passing treats. In some instances, it would be advisable for the parent to make prior arrangements with the teacher in regard to the number of treats to send. Exceptions to the above may be made through the administration.

Party invitations are an "out of school" activity, and cannot be delivered during the school day.

### **PERSONAL PROPERTY**

Toys, skates, skate boards, laser lights, ipods, mp3 players, radios, etc. are not to be brought to school except by permission.

### **PETS**

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If a child has a special pet he would enjoy showing to his classmates, he may do so if previous arrangements have been made with his teacher and that a parent accompany the pet to the classroom for a short visit. It has been the school's policy to call the dog pound or police for unclaimed or unidentified pets.

### **PHOTOGRAPHS**

Photographs and videos of students may be used for educational purposes in demonstrations and web pages. Individual students will not be identified in photographs and videos used in educational demonstrations and web pages without parent permission.

### **PROPERTY DAMAGE OR LOSS**

Students will be charged for malicious damage to school property. Fines will be assessed at the end of the school year for lost or damaged books.

### **REPORT CARDS**

Report cards are given out at the end of each quarter. They must be signed and returned to school after the first three quarters and may be kept at the end of the year.

### **NEBRASKA READS ACT**

A student's ability to read is a critical predictor of academic and lifelong success. The Nebraska Reading Improvement Act (Section 79-2601-79-2607) ensures all students are ready for success in and beyond school. Starting in kindergarten, a strong reading policy and research-based programs help students get on track to grade level reading. The Nebraska Reading Improvement Act and the Nebraska READS initiative are designed to give students every opportunity to gain proficiency in early literacy skills that will support the later growth of comprehension skills and analysis of complex text.

To comply with the Nebraska Reads Act, Nebraska City schools will utilize the NWEA Measures of Academic Progress (MAP) assessment to identify students who qualify for the Nebraska Reads Act in grades K-3. The MAP assessment will be given three times during the school year. If a child qualifies based on the state determined scores, parents will be notified and a Individualized Reading Plan (IRIP) will be developed for the child. If a child who previously qualified, scores at or above the state score for two assessments in a row they will be exited from the IRiP.

### **SAFETY/EVACUATION DRILLS**

Fire, Tornado, and Bus evacuation drills are practiced at regular intervals and are required by law. It is essential that when the first signal is given everyone obeys orders promptly and goes to designated areas, clears the building, or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

### **Lock Down Procedures:**

A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times.

In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lock down.

### **SEARCHES**

All property owned by the Nebraska City Public School District including lockers assigned to students, book bags, and vehicles on property owned by the Nebraska City Public Schools may be inspected by school authorities at any time. Items found as a result of such inspections will be turned over to the building principal.

### **SCHOOL CLOSING INFORMATION**

In all cases of inclement weather or for any other reason that schools are closed, the information will be given over the local radio stations. If school is closed in the middle of the day, schools will be kept open until all children have left. The principal may excuse teachers when they are no longer needed to supervise pupils.

Parents who have baby-sitters should give them the above information and any other information pertaining to school activities.

### **STAFF QUALIFICATIONS**

~~The No Child Left Behind (NCLB) Act of 2001 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers.~~ Upon request, the Nebraska City Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline or the certification or degree.

NCPS will also, upon request and in a timely manner, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to the administrator of the child's building. ~~The District will also give parents timely notice if the child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB Act.~~

### **TELEPHONE CALLS**

Students must ask permission of a teacher or the secretary before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

### **VISITORS**

Parents are encouraged to visit school anytime except the first week and the last two weeks of school. For safety reasons, all visitors are required to check in at the Office to receive a Visitor's Badge. If you plan to observe a classroom or other instructional activity please refer to our *classroom visit procedures* on page 5-6.

### **Video Surveillance**

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

## **Board Policies/Notices**

### **CHILD ABUSE AND/OR NEGLECT**

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both written and orally to the Child Abuse Center of the local Department of Public Welfare. If there is reason to believe that immediate protection for the child

is advisable, an oral report shall also be made to any appropriate law enforcement agency. Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor.

### **PROOF OF IMMUNIZATION**

Prior to enrollment, each Nebraska City Public Schools student shall provide a written immunization history, signed by the student's physician, parent or guardian, verifying that the student has received the required vaccines so as to be protected by immunization.

Any student who does not comply shall not be permitted to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or provisional requirements continue to be pursued or an exemption from compliance is given.

**The cost of immunizations and any required documentation shall be borne by the parent or guardian, not the Nebraska City Public School district.**

### **PHYSICAL EXAM AND VISION EVALUATION**

#### **Physical Exam:**

\*Admission to school requires submission of evidence of a physical examination within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

\*Evidence of a physical examination is also required within six months prior to entrance in the seventh grade.

#### **Vision Evaluation:**

\*Admission to school requires submission of evidence of a visual evaluation within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

**The cost of the physical examination and vision evaluation shall be borne by the parent or guardian.**

### **EVIDENCE OF BIRTH DATE**

Upon admission to the Nebraska City Public Schools the parents/legal guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student's birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child's identify and age, (i.e. naturalization or immigration documents showing date of birth or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parents/legal guardian fails to provide this information, they will receive in writing a statement explaining the need for them to provide this information within thirty days. If the parents/legal guardian fails to comply with this request within 30 days the school shall notify them in writing that they need to comply within 10 days. If compliance is not obtained within that 10-day period, the school shall immediately report the matter to the Nebraska City Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Nebraska City Police Department.

### **MISSING PERSONS:**

A missing person shall mean a person 16 years or younger reported to any law enforcement agency as abducted or lost. Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student's records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that that birth certificate or record is of a missing person. Any school requested to forward a copy of a transferred student's record shall not forward such record to the requesting school if the record has been flagged as that of a missing person. The school will notify the Nebraska City Police Department of the request and that the student is a reported missing person. Any school or person acting on behalf of a school shall be immune from civil and criminal liability for acts or omissions, which occur as a result of the requirements of the Missing Children Identification Act.

### **PARENT INVOLVEMENT POLICY**

The Nebraska City Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district determines that it shall be the policy of the Nebraska City Public Schools to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall also be the policy of the Nebraska City Public Schools, in the event that any parent has a complaint or objection concerning any materials to make available personal conferences for the parent and appropriate school personnel to discuss those concerns identified. The district will prepare a complaint form, which may be used by any parent to express objections to particular instructional materials. The complaint forms will seek information including, but not limited to, the specific instructional material that has been identified for the complaint, the reason for the complaint, and a proposed solution for resolving the complaint from the parent's perspective. The Administration will respond in writing to the person filing the complaint with an appropriate response. (Ref. 79-4, 244 [1])

It shall also be the policy of the Nebraska City Public Schools to permit parents, upon a reasonable advance request, to attend and monitor courses, assemblies, counseling sessions, and other activities (such as FBLA, DECA, FFA, etc). (Ref. 79-4, 244 [2])

It shall also be the policy of the Nebraska City Public Schools to encourage communications from parents concerning when a parent believes it to be appropriate for their student to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The school district shall include a provision in the complaint form to receive information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and proposed solution for dealing with the objection that would be satisfactory to the parent. (Ref. 79-4, 244[3])

It shall also be the policy of the Nebraska City Public Schools to provide full access to the records of the students to the parent or guardian as set forth in State of Nebraska Law 79-4,157 and the Federal Education Right to Privacy Act during regular business hours of the school or wherever the student's records may regularly be maintained by the district. (Ref. 79-4, 244[4])

It shall also be the policy of the Nebraska City Public Schools to notify, through normal means (i.e. school newsletters), a parent or guardian of any student who will be asked to complete a standard norm referenced or criterion referenced test. Parents will be notified, when it is reasonable to do so, where a sample of these tests might be reviewed and the date upon which the tests will be administered. (Ref. 79-4, 244 [5]) Prior to any school sponsored survey being administered to the students of the district, it shall be the duty of the schools to notify the parent or guardian of each student involved in the survey the nature of the survey, the date and time when the survey will be administered, and the proposed use of the survey results. Any parent, who requests in writing that their student be excused from completing the survey, shall have the request honored. (Ref. 79-4, 244 [6])

It shall also be the policy of the Nebraska City Public Schools to prohibit any diminution in grade, credit, or other detriment to the student as a result of having been excused from any school experience or school activity because of objections by their parent or guardian under this policy. This policy shall be reviewed, on a periodic basis, by the Education Committee of the Nebraska City Public Schools Board of Education. Policy Approved August 11, 2003.

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the Nebraska City Public Schools. Students should report any concerns or questions to a teacher, school counselor, or the administration. The incident will be investigated and appropriate actions may be taken.

### **SPECIAL EDUCATION SERVICE**

The Nebraska City Public Schools provide a service designed to identify children (birth to age 21) who may be at risk for learning and could benefit from special services. Children who display delays in learning, coordination, emotional development, language and speech development, or have physical, visual, or hearing impairments may qualify to receive free assistance if you live in the Nebraska City Public School District.

If your child is found eligible for services, an individual educational program will be developed by you, the parent, with the people who will help you meet your child's special needs. These people can include a teacher, speech pathologist, occupational and physical therapists or others. The program will build on your child's strengths and improve areas of weakness. The program will provide support, encouragement, and assistance for you in working with your child. For more information, contact your school principal.

### **STUDENT FEES, MATERIAL REQUIREMENTS AND FINES POLICY**

The Board of Education of the Nebraska City Public Schools authorizes the school staff to assess fees, charges or fines to students, as provided by the Public Elementary and Secondary Fee Authorization Act. Student fees authorized by this act include:

- Participation in school sponsored extracurricular activities, which do not count toward graduation.
- Admission fees and transportation charges for spectators attending extracurricular activities.
- Post secondary education costs for tuition and other expenses associated with obtaining credit from a post secondary educational institution.
- Transportation for option enrollment students.
- Reimbursement for school district property lost or damaged by a student.
- Summer school or night school.
- Breakfast and lunch programs.

Students and their parents are expected to provide minor personal or consumable items for specific courses and activities, such as pencils, pens, crayons, colored pencils, scissors, paper, folders, markers, erasers, glue sticks, notebooks, binders, tissues, rulers, calculators, computer disks, book bags, physical education clothing / shoes that conform to the general guideline for student dress and other supplies as needed.

A public hearing on student fees will be held on the proposed fees and other items expected to be furnished by students. The adopted fee policy will be published in the student handbooks.

When a student maintains possession of project course materials upon completion, the student and their parent may provide the materials for that project or pay the school for the consumable materials used for that project.

All money collected from the students will be deposited in the Student Fee Fund. Money will be expended from the Student Fee Fund for the purposes for which the money was collected from students.

The Board recognizes that some students and their families are not financially able to pay the fees or provide the items expected by the school. Fees may be waived for students that qualify for the federal free and reduced lunch program. Applications to have fees waived are available upon request and must be filled out prior to fees being waived. Students qualifying for, but not participating in, the free or reduced lunch program may still submit the student waiver fee.

The board will annually determine the dollar amount to be charged to students or others for fees. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **TELECOMMUNICATIONS ACCEPTABLE USE POLICY**

Nebraska City Public Schools will provide telecommunications access to students and staff for the purpose of enhancing the delivery of educational services and improving the productivity of offices, departments, and other organizations within the district. This access is limited to educational, career, and professional development activities.

The use of this telecommunication access is a privilege, not a right. Inappropriate use may result in limitation or cancellation of such privileges. Actions taken for inappropriate use will be determined by the district's disciplinary codes as well as local, state, and federal laws.

The district will enforce acceptable use regulations by providing for the supervision and regulation of learning activities requiring access to telecommunication systems.

### **TITLE IX: NOTICE OF NONDISCRIMINATION**

Pursuant to Title IX and the requirements therein for the dissemination of policy, notice is hereby given that the Nebraska City School District #111 does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age in admission or access to,

or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. Jeffrey Edwards in writing at 1700 14<sup>th</sup> Ave. Nebraska City, NE 68410 or by telephone at (402)873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

### **Aviso de no discriminación**

Este distrito escolar no discrimina por motivos de raza, color, religión, origen nacional, sexo, estado civil, discapacidad o edad o en la admisión o acceso a, o tratamiento de empleo, en sus programas educativos y actividades y proporciona igual acceso a los niños exploradores (boy scouts) y otros grupos juveniles designados. Cualquier persona que tenga preguntas sobre el cumplimiento de este distrito escolar con los reglamentos que implementan el Título VI, el Título IX o Sección 504 está dirigida a contactar al Dr. Jeffrey E. Edwards, Superintendente, por escrito al 1700 North 14<sup>th</sup> Street, Nebraska City, NE 68410 o por teléfono al (402) 873-6033. Para asistencia adicional, tambien puede contactar (La Oficina de Derechos Civiles, Oficina de la Ciudad de Kansas) Office for Civil Rights (Kansas City Office), U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Teléfono: (816) 268-0550, Fax (816) 823-1404 TDD: 877-521-2172, Correo Electrónico al [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The act defines a person with a disability as anyone who: (1) has a mental or physical impairment, which substantially limits one or more life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working). (2) Has a record of such impairment; or, (3) is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Nebraska City Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights to educational records. This act gives the parent/guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact the Director of Student Services, Section 504 Part D, Coordinator at 873-6033.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Nebraska City Public Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest
- o Other schools to which a student is transferring
- o Specified officials for audit or evaluation purposes
- o Appropriate parties in connection with financial aid to a student
- o Organizations conducting certain studies for or on behalf of the school
- o Accrediting organizations
- o To comply with a judicial order or lawfully issued subpoena
- o Appropriate officials in cases of health and safety emergencies
- o State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification for Nebraska City Public Schools is accomplished through student handbooks, the district newsletter, in the annual report, and on the district website at <http://www.nebcity.esu6.org>. If you as a parent do not want directory information shared, please submit this request in writing to the building principal by September 1st of each year.

### **USDA Non-Discrimination Policy**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial

or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

# Nebraska City Public Schools

## Title 1 Parent-School-Parent-Child Compact

This compact outlines how parents, school staff, and the students at Northside Elementary will share the responsibility for improved academic achievement, and the means by which the school and parents will maintain ongoing communication to build and develop a partnership that will help children achieve the State's high standards.

**This school-parent-child compact is in effect during the 2021-2022 school year.**

| <b>Northside Staff</b>   | <b>Parents</b>   | <b>Students</b>   |
|--|--|---|
| Small group instruction based on student need.   | Monitor attendance   | Put forth our best effort throughout the school day.                        |
| Hold parent-teacher conferences two times a year, during which this compact will be discussed as it relates to the individual child's achievement.                                   | Participating in parent policy and advisory groups, to the extent possible.  | Do homework every day and ask for help, when needed.                        |
| Provide at least four progress reports during the school year.   | Participate in decisions related to our children's education.  | Read every day, outside of school time.                                     |
| Provide parents reasonable access to teachers through flexible appointments.   | Promoting positive use of our children's time outside of school.   | Give our parents all notices and information received from school each day. |
| Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.  | Make sure homework is complete.  | Ask questions if you don't understand something.                            |
| Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards. | Stay informed about our children's education and communicate with the school by promptly reading all notices from the school and responding, as appropriate. |   |

# Nebraska City High School 2021-2022

## *Home of the Pioneers*

141 Steinhart Park Road  
Nebraska City, NE 68410  
Phone: 402-873-3360  
Fax: 402-873-3831

NCHS Website: <http://www.nebcityps.org>

**Mr. Brian Hoover**  
Principal

**Mr. Matt Koehler**  
Vice Principal  
Activities Director

*It is a GREAT Day to be a Pioneer!*

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# WELCOME

Dear Students and Parents:

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

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

**There are several forms at the end of this handbook that you must read, sign and return no later than August 27th. 2021.**

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 or speak with the building principal.

Sincerely,

Brian Hoover

## 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. Each student 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 and legal guardians.

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 NON-DISCRIMINATION

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Craig Taylor in writing at 1700 14<sup>th</sup> Ave. Nebraska City, NE 68410 or by telephone at (402)873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the "Discrimination and Harassment" section below.

### **Aviso de no discriminación**

Este distrito escolar no discrimina por motivos de raza, color, religión, origen nacional, sexo, estado civil, discapacidad o edad o en la admisión o acceso a, o tratamiento de empleo, en sus programas educativos y actividades y proporciona igual acceso a los niños exploradores (boy scouts) y otros grupos juveniles designados. Cualquier persona que tenga preguntas sobre el cumplimiento de este distrito escolar con los reglamentos que implementan el Título VI, el Título IX o Sección 504 está dirigida a contactar el Mr. Craig Taylor, Superintendente, por escrito al 1700 North 14<sup>th</sup> Street, Nebraska City, NE 68410 o por teléfono al (402) 873-6033. Para asistencia adicional, también puede contactar (La Oficina de Derechos Civiles, Oficina de la Ciudad de Kansas) Office for Civil Rights (Kansas City Office), U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Teléfono: (816) 268-0550, Fax (816) 823-1404 TDD: 877-521-2172, Correo Electrónico al [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). También vea la sección de "Discriminación y acoso" a continuación.

### ***The District's Mission Statement:***

**Inspiring a culture of excellence that engages all students in lifelong learning.**

### *Statements of Belief:*

#### *We believe all students will:*

Be safe, respectful, and responsible citizens  
Thrive in a culturally diverse environment  
Learn through cooperative efforts  
Think and solve problems creatively  
Become technologically proficient  
Develop visionary thinking  
Be lifelong learner

## ***Nebraska City High School's Expectations:***

### **Teachers**

1. Teach Kids Skills.
2. Praise and Compliment.
3. Correct Misbehavior.
4. Be Organized.
5. Have High Energy.
6. Model.
7. Communicate with Parents.
8. Understand the Big Picture.

### **Parents**

1. Have Your Child be on Time with Proper Supplies.
2. Support the Teachers.
3. Voice Concerns Appropriately.
4. Praise and Compliment Your Child, Rather than Criticize.
5. Model Appropriate Behavior at all extra-curricular events.
6. Problem-Solve Issues Your Child Has with Teachers or Coaches.

### **Students**

1. Listen to Your Teachers.
2. Follow Teachers' Instructions.
3. Accept teaching.
4. Get Along with Your Peers.
5. Have High Energy
6. Respect everyone, including all visitors to Nebraska City
7. Be Prepared for Class.
8. Always display Class and Dignity.
9. Handle Disappointment and Adversity Appropriately.
10. Respect Facilities and Equipment.

We believe that if everyone follows these expectations, we will prepare our students for all situations after high school.

# SECTION ONE

## **BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Accidents**

The School (School district) will not be responsible for any medical costs incurred by any student who is injured while attending school, any class, any school function on the premises of the school or at any off premises location at any activity authorized or sanctioned by the school.

### **Attendance / Loss of Credit**

*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.*

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. Parents are obligated to insure that their students attend school every day they are able. The school recognizes outstanding attendance with special awards at the end of the school year.

Parents must contact the office of their student's building before 9:00 a.m. when the student will not be in school. Students may not call to inform the school of their own absence. The school will telephone parents to notify them when their student is not in school.

Absences may be excused for reasons of: 1) personal illness, 2) family emergencies/events, 3) school activities.

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.

The school district will send parents written notice when a student has accumulated 5 absences during a semester. A conference may be held which will include the student, parent, teacher(s) and principal to review the reason(s) for the absences and the consequences for future absences. The principal may require a physician's verification for absences related to illness.

Each student will be allowed 8 absences per semester, but absences due to school-sponsored activities will not be included in this total. Upon the ninth (9) unexcused absence in a semester, student credit will be reduced by half regardless of academic standing. For example, a 5 credit class will be reduced to 2.5 for the semester. *If the student and/or parent/guardian wish to keep said student from losing half-credit, an attendance contract will be discussed and all stipulations of the contract written by the administration need to be successfully completed.* The student, parent/guardian, and a high school administrator will sign the contract. At the end of the semester, that student's attendance record will be reviewed as to whether they have met the conditions of the contract. They will receive the credit they have earned. *If a student does not meet the conditions of the contract their credit will be reduced by half for the semester.*

When students accumulate more than 5 unexcused absences, the school district may report the student's absences to the county attorney for truancy and/or withhold class credit.

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. Parents must notify the school by 9:00am the day of a student absence due to illness. 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 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> period before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences;
- 3) check out of school at the office if leaving school during the school day; and
- 4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

#### **Parents are obligated to:**

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

### **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.

### **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.

### **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 Nebraska City 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.

### **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 or online each day.

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

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

### **Bullying**

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

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

### **Cell Phones and Other Electronic Devices**

Nebraska City High School students need to be responsible users of technology. The school firmly believes in protecting instructional time in classrooms and also acknowledges that cell phones/electronic devices can be used as an educational tool; therefore, cell phones should not be seen, heard or used during the time allotted for each of the eight periods throughout the day unless otherwise permitted by the teacher. This applies to anywhere on campus, including classrooms, hallways (during class times), restrooms, main office, media center, etc. during any scheduled instructional period (including TA). Students may have a need to use their phones throughout the day, thus students are permitted to use phones before and after school, during their scheduled lunch and during passing periods. To maintain the expected learning environment in the classroom, students who violate the cell phone policy will be subject to disciplinary actions. The administration supports our teachers’ discretion as to when the problem has reached a level warranting administrative intervention.

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

Students are personally and solely responsible for the security of their cell phones and 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.

Staff will address students who violate this policy and phones may be confiscated. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the 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 suspension or expulsion.

### **Child Abuse and/or Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy.

Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

### **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 Conduct**

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

1. Listen to Your Teachers.
2. Follow Teachers' Instructions.
3. Accept teaching.
4. Get Along with Your Peers.
5. Have High Energy
6. Respect everyone, including all visitors to Nebraska City
7. Be Prepared for Class.
8. Always display Class and Dignity.
9. Handle Disappointment and Adversity Appropriately.
10. Respect Facilities and Equipment.

Teachers may establish additional classroom conduct rules that students will follow.

### **Closed Campus**

Students may not leave the building without permission from the administration and checking out in the office. Once students are on campus for the day, they must stay on campus until dismissed or otherwise released.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the

student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, 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 complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

1. 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](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

1. 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.

1. 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;
  1. All witnesses and documents which the complainant believes support the complaint;
  1. 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.
1. 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 complainant's written appeal.
1. 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 received complainant's written appeal.
  - e. There is no appeal from a decision of the board.
1. 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.

**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.

### **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 electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, 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-
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:
  1. Loss of computer privileges;
  2. Short-term suspension;
  3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  4. Other discipline 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.

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.

#### **IV. Chromebook Handbook**

A. Students must follow all rules as outlined in the Chromebook Handbook.

##### **Conferences/ Registration Event**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first semester and a registration event second semester.

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.

##### **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

##### **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes.

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

##### **Damage to School Property**

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

##### **Dating Violence**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

##### **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 a student's school performance, or (3) otherwise adversely affects a student's school opportunities. 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: Mr. Jason Hippen at (402) 873 -6033, [jhippen@nebcityps.org](mailto:jhippen@nebcityps.org) or in person at district office. 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: Mr. Craig Taylor at (402) 873 -6033, [mTaylor@nebcityps.org](mailto:mTaylor@nebcityps.org) or in person at district office. . Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Principal Mr. Brian Hoover at 402-873-3360, [bhoover@nebcityps.org](mailto:bhoover@nebcityps.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 with educational standards.

Students are prohibited from wearing the following attire:

- 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 bandannas during the school day
- 4) Bare feet (some type of footwear must be worn)
- 5) Short-shorts, biker shorts, or cutoffs
- 6) Hairstyles which distract from the learning process or the health and safety for either the student or others
- 7) Any clothing that could cause damage to others or school property
- 8) Clothing that is excessively torn, ripped, or cut
- 9) Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- 10) "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- 11) Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- 12) Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-shouldered tops (spaghetti straps)
- 13) Pants and shorts worn below the waist so as to expose undergarments
- 14) "Pajama Pants" or pants that drag on the floor
- 15) Chains hanging or attached to pants or shorts
- 16) Coats during school hours unless the student has permission from a faculty member
- 17) Clothing with tears or holes, or a fit, that expose underclothes
- 18) Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.

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. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

### **Driving and Parking Personal Vehicles**

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school, 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.
4. Students must possess a parking pass to park in the north parking lot and students are not to park on 2<sup>nd</sup> Avenue or in the visitor stalls on the east side of the building.

5. Students parking incorrectly will be given a parking ticket of \$5.00 each.

### **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.

### **Emergency Procedures**

**Fire and Bus Drills** - Fire and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

**Lockdown Procedures** - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

**Lockout Procedures** – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will process as normal within the building.

**Tornado Drill**- The alarm for a tornado drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the "**ALL CLEAR**" is sounded. A verbal announcement will send students back to classes.

### **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. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

## **Food Service Program**

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

### **Breakfast**

The school will serve breakfast daily from 7:30 a.m. until 7:55 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives.

### **Payment for Meals**

If a student has no funds available to pay for a meal, the student will still receive a regular meal and the account will be charged accordingly.

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

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

### **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, or 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](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](mailto: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 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.

### **Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Students are encouraged to make full use of the guidance services.

### **Group Disturbance and Walk Away You Get To Stay Regulation:**

NCHS administration will incorporate the usage of the "Walk Away" strategy to handle group disturbances and situations between various students. Students will be instructed to "Walk Away" from any volatile situation dealing with groups or individuals and get "To Stay" in school or the regular classroom setting. Students that do not "Walk Away" from volatile situations and continue to be incorporated in such occurrences may be suspended as well as being issued a citation by local law enforcement officials.

### **Head Lice**

Students found to have live head lice will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice 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.

Students will not be permitted to return to school until after lice killing treatment has been completed. 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.

### **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 the Director of Student Services, who may be contacted at 402-873-6033.

### **Illness or Injury at school**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary.

When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

### **Immunizations**

All students must furnish to school officials proof of adequate immunizations from mumps, measles, rubella, diphtheria, pertussis, tetanus; polio; varicella and hepatitis B.

A signed medical exemption is accepted when immunization would be injurious to the health and well-being of the student or member of the student's household or family, but the parents/guardian must submit dates of immunization for all other diseases. A signed religious waiver is accepted when immunization conflicts with the student's personal and sincerely followed religious beliefs. 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 shall be provisionally enrolled so long as they continue to get the required immunizations as fast as medically possible. Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations or Hazing**

Under no circumstances will any type of hazing and/or initiation be tolerated. Hazing is defined as 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. Hazing activities are generally considered to be: physically or verbally abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting team members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulations and sexual assault. Violation of this provision will result in disciplinary action as provided in this handbook.

### **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, including student vehicles parked 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. Locks will be provided upon request.

### **Lost and Found**

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

### **Medications**

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

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide 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.

#### **Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)**

It shall be the policy of the Nebraska City Public Schools, in the event of a life threatening respiratory emergency to administer medications as directed on the student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility by rescue squad at the family's expense.

#### **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. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the year, the student must pay for it. Students must also pay for any damage they cause to library books.

#### **Personal Items / Nuisance Items**

The school is not responsible for ruined or lost personal equipment. Any items that could potentially disrupt the educational process are not allowed. Students bringing these items will be asked to put them away. If a problem occurs the item may be confiscated and the student or parent will have to claim the item from the principal. If students are noncompliant, they may be assigned disciplinary consequences.

#### **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. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

#### **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.

#### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall make a reasonable 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 follows: during the 1st semester. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that is 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.

### **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.

### **Sexual Harassment**

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

### **School Day**

Supervision will be provided beginning at 7:45am each school day. Students not involved in activities must be off of school grounds by 4:00pm as there will be no supervision provided after this time.

### **Smoking/Electronic Devices**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds.

Students and staff are specifically notified of the following:

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

### **Staff Qualifications**

Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

### **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**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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.

### **Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **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 will 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. The finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Spanish 1 - \$2.00
- Human Anatomy & Physiology - \$5.00 (goggles)
- Intro to Industrial Technology - \$20.00
- Woods 1 & 2 - \$10.00
- Construction - \$10.00
- Drafting 1 & 2 - \$10.00
- Auto - \$10.00
- Metals 1, 2 & 3 - \$10.00
- Foods 1, 2 & 3 - \$20.00
- Textiles 1, 2 & 3- project materials
- Career and Human Development - \$5.00
- Art 1 - \$5.00
- Art 2& 3/4 - \$15.00
- Sculpture - \$15.00
- Ceramics - \$5.00

- Photography - \$20.00
- Singers (freshman) - \$ 14.00 (shirt)
- Band - \$10.00 instrument repair \$20.00 (marching shoes) plus cost of instrument

**5. 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. Attached to this policy 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 \$25 (covers admission to all extracurricular events)
- Future/Career Community Leaders (FCCLA). Annual dues not to exceed \$50.00, Peer Education Retreat \$30.00, State Leadership Conference \$250, National Leadership Conference \$1,250.00.
- Science Club – Annual dues not to exceed \$50.00.
- Cheerleading, Dance 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 \$800.00.
- Football. Students must provide their own football shoes and undergarments.
- Golf. Students must provide their own golf shoes, undergarments, and clubs.
- Softball and Baseball. Students must provide their own shoes, gloves, and undergarments.
- Track, Volleyball, Wrestling and Basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America – Annual dues not to exceed \$50.00, State Leadership Conference \$250, National Leadership Conference \$1,250.00.

**6. Post-Secondary Education Costs.** Some students enroll in postsecondary 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.

**7. Copies of Student Files or Records.** The school district may 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 student's 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 may charge a fee of \$0.10 per page for reproduction of student records.

**8. 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.

**9. Participation in Summer School.** The district will charge reasonable fees for participation in summer school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer school shall be \$150.00 for each semester class.

**10. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price           \$1.90
  - Reduced Price         \$0.30
- Breakfast Program – Grades 6-12
  - Regular Price           \$1.90
  - Reduced Price         \$0.30
- Lunch Program – Grades K-5
  - Regular Price           \$2.80
  - Reduced Price         \$0.40
- Lunch Program – Grades 6-12
  - Regular Price           \$3.00
  - Reduced Price         \$0.40
- Second milk (each)   \$0.40

**11. 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 \$1000.00.

**12. 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 \$10.00 to \$50.00 per year.

#### **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.

#### **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.

### **Student Passes**

Students are not to be out of the classroom during class unless it is necessary or an emergency. In the event a student needs to leave the classroom, the student will ask permission of the teacher during an appropriate time in the lesson. If the teacher grants permission for the student to leave, the student will take the classroom pass and remain in possession of the pass the entire time the student is out of the classroom. The student must return in a timely manner to class. Students who leave class excessively will be referred to administration.

### **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
- Address
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of the student in pictures, videotape, film or other medium
- Certain class work intended for publication on the Internet
- Classroom assignment and/or Homeroom teacher
- Major field of study
- Telephone number, including student's cell number
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- \* Name of Parent/Guardian
- Most recent previous school attended
- Grade

Directory information about students may also 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 that they do not want this information disclosed without prior written parental consent.

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 October 1st.

### **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, 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; 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.

### **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 will be given three weeks before the end of each semester to change classes for the upcoming semester. After the new semester begins, students who still wish to drop a class will have to bring to school, a signed note from a parent and get permission from the Principal.

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 extremely difficult 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.

### **Tardiness**

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

### **Teacher Assistants**

In certain classes, students may apply to be a teacher assistant. The role of the Teacher Assistant (TA) is to assist the teacher with a variety of tasks including: peer tutoring, making copies, helping with attendance, and other tasks as assigned. At no point will the student deal with any confidential material. Teacher Assistants may not leave the building.

In order to participate in the T.A. program the student must comply with the following:

- Be a Junior or Senior at NCHS.
- Have passed all of his or her classes the previous semester.
- Be on track to graduate.

Teacher Responsibilities:

- Teacher must know where the student is at all times.
- Teacher must keep track of the student's grades and remove the student as a T.A. if a student is failing any class at any time.
- Teacher must provide constructive time for the student to assist with the class.
- Have a maximum of two (2) T.A.s over the course of the day.

Parent Responsibilities:

- Be aware that your student is assisting with a class and may be asked to run errands in school.
- Know that your student is giving up his/her study hall to assist with this class.
- Know that your student will be removed from being a T.A. and placed back in a study hall if he or she is failing a class at any time.

### **Telephone calls**

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during class time without the express permission of a member of the staff.

### **Transportation Services**

The district operates/contracts 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. 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.

### **Bus Regulations**

Students who are passengers on school buses must abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If misconduct is recurring, the student will not be allowed to ride the bus.

1<sup>st</sup> Infraction- 5 school day suspension from the bus

2<sup>nd</sup> Infraction- 20 school day suspension from the bus

3<sup>rd</sup> Infraction- Removal of student from the bus for the remainder of the semester

*This includes routes and transportation to and from all activities. The suspensions may be altered by the administration if the misconduct is determined to be more serious in nature.*

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 which has been signed by that student's parent.

### **Visitors to the building**

Visitors (including parents) are to report to the office when entering the building. As a rule students will not be allowed to visit school unless it is cleared through the office of the principal in advance.

### **Video Surveillance**

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.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. 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 on local media outlets. Parents should assume that school is open and a regular schedule is being followed if there is no announcement

concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the 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.

**Work Permits**

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

## **SECTION TWO**

### **ACADEMIC INFORMATION**

#### **Academic Integrity**

In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. In the case of academic dishonesty, the instructor will have an informal conference with the student which could result in: a warning, revision of work, or reduction in grade. In the event a student wishes to appeal the decision of the teacher to the administration, she or he will need to do so, in writing, within 5 calendar days of the decision.

#### **Alternative Education Program**

Students deemed at risk, are in need of alternatives to the “traditional education” provided at Nebraska City High School. Below are characteristics of at-risk students whose needs can be met through the Nebraska City Public School Alternative Education Program:

- Students who have dropped out of school
- Students who have exhausted the educational opportunities in Nebraska City High School.
- Students whose individual instructional pacing needs do not fit the traditional means of instructional delivery.
- Students whose educational success is, in part, dependent on non-academic support, i.e. flex scheduling, intensive counseling, childcare, and health counseling.
- Students whose talents significantly exceed their performance.
- Students entering school in the middle of a semester.

When a student meets one or more of these characteristics, the school and/or family will pursue Alternative Education Programming by contacting the NCHS Guidance Counselor for application materials. Admittance into the Alternative Education Program will be based upon: successful completion of application materials, availability, and recommendation of Student Assistant Team at Nebraska City High School.

#### **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.

### **Class Rank**

Determining class rank is based on accumulated semester grades for grades 9-12. All classes receiving 2.5 credits or 5 credits per semester are included when figuring class rank.

### **Community Service**

Students at NCHS are required to have 40 clock hours of community service prior to being eligible for graduation. A minimum of 10 hours must be completed by the end of 9<sup>th</sup> grade year; minimum of 20 hours completed by the end 10<sup>th</sup> grade year, and a minimum of 30 hours must be completed by the end of 11<sup>th</sup> grade year. Those not meeting the requirement during the academic year will need to schedule a conference with the administration to determine academic standing. To be certified as community service hours the service must be 1) completed within the Nebraska City Community, 2) an unpaid experience, 3) done outside of the school day. Students must complete the form and turn it into the principal to be awarded credit for their community service experience.

### **Credit Recovery**

A student may be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. It may be determined by the administration (Director of Student Services and Principal), guidance counselor, and classroom teacher the student will demonstrate a proficient level in the educational program by completing an online program, which assesses standards equal to the curriculum of the in-class educational program. Completion of the online program (i.e. "A+ curriculum") will be recorded on the student's transcript and will not factor into the student's G.P.A.

### **Cumulative Grade Point Average**

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining GPA is as follows:

The total number of mark points is divided by the total number of credits attempted and this is their grade point average. As they proceed through their career this accumulates at the end of each semester. **Only semester grades are recorded in the student's records and only semester grades count toward his/her graduation and cumulative grade point average.**

Example:

|                  |  |
|------------------|--|
| Student A earns: | Each class worth 5 credits x mark points |
| 3- 1's           | 15 x 4 = 60                              |
| 2-2's            | 10 x 3 = 30                              |
| 2-3's            | 10 x 2 = 20                              |

Student would have 110 mark points divided by 35 credits attempted, for a GPA of 3.14  
(See grading scale below)

### **Grading Scale**

| <b>Percentage</b> | <b>Grade</b> | <b>Mark Points</b> |
|-------------------|--------------|--------------------|
| 97 - 100          | 1+           | 4.00               |
| 93 - 96           | 1            | 4.00               |
| 89 - 92           | 2+           | 3.50               |
| 85 - 88           | 2            | 3.00               |

|          |    |      |
|----------|----|------|
| 81 - 84  | 3+ | 2.50 |
| 77 - 80  | 3  | 2.00 |
| 73 - 76  | 4+ | 1.50 |
| 70 - 72  | 4  | 1.00 |
| Below 70 | 5  | 0.00 |

### **Graduation Requirements**

#### **240 credit hours-**

|    |                      |    |                    |
|----|----------------------|----|--------------------|
| 40 | Language Arts        | 30 | Math               |
| 30 | Science              | 10 | Physical Education |
| 35 | Social Science       | 05 | Fine Arts          |
| 10 | School to Career     | 05 | Creative Studies   |
| 05 | Careers & Human Dev. | 70 | Electives          |

**+40 clock hours of Community Service (Midterm Graduates must complete this before they check out in January)**

**STUDENTS WHO DO NOT MEET GRADUATION REQUIREMENTS WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT EXERCISES.**

To graduate from NCHS students should take (and pass) the following courses each year:

#### **Freshmen:**

English 1, Communications 1, Earth Science, World Cultures, Math, Physical Education 1

#### **Sophomores:**

English 2, Biology, American History, Math, Careers & Human Development

#### **Juniors:**

10 hours of English\*, American Government and/or Honors American Gov't, Physical Education 2, Science

#### **Seniors:**

10 hours of English

**\*\*Prior to graduation, students must earn credit for one semester of American Literature and one semester of English Literature.**

Students should have no more than one study hall per day with the exception of seniors who may have two study halls. Work credit classes will be approved by the Marketing Education or SPED instructors. ISU's (Independent Study Units) will be allowed with instructor approval. A student may take only one (1) ISU per semester. Student aides, office aides, library aides, etc. will not receive credit for those hours.

#### **Early Entries**

College CLASSES are available through Peru State College and other area colleges. If interested talk to the Guidance Counselor.

#### **Homework**

*Definition of Homework: includes objective learning tasks, assigned to students by teachers that are meant to be carried out. Students may also complete during non-class hours, most often at home. Homework may be formative or summative in nature depending on the purpose.*

### I. Purpose

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations (or extensions) of the instructional program and an integral part of the total evaluation. Homework, appropriate to the student's development level, should be given for the purpose of review, practice, reinforcement, inquiry, application, and enrichment. Homework should help students become responsible, self-directed learners.

### II. Evaluation

Students are expected to turn in work on time. Since the successful completion of homework assignments will play an important part in the final evaluation of the student, parents and teachers share a mutual responsibility of encouraging completion of assignments. Homework should be considered in reporting a student's progress to parents; however, **homework should not exceed twenty percent (20%) of a student's academic grade for a marking period.**

Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.

### III. Responsibilities of Staff

The following procedures should be implemented to ensure homework is appropriately assigned:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Provide homework assignments that are specific, within the student's ability and have clearly defined expectations.
- Answer and clarify questions pertaining to the completion of all homework assignments.
- Provide specific and timely feedback on homework assignments.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops
- Teachers will follow the "late" policy followed in the handbook.

### IV. "Late" Policy

Homework that is not handed in on time will be accepted through the assessment of the standard being covered in class. A reduction in grade could be assessed due to an assignment not being handed in on time. No opportunities will be provided for make-up work in the event the assignment was not handed prior to the assessment date without teacher permission.

### **Honor Roll**

The Honor Roll consists of the following:

Bronze Honor Roll: GPA of 3.00 to 3.49 for the quarter

Silver Honor Roll: GPA of 3.50 to 3.99 for the quarter

Gold Honor Roll: GPA of 4.00 for the quarter (all 1's)

Students must complete a minimum of 25 credit hours during a semester to be considered for the Honor Roll. Students receiving any grades of 4 or 5 are not eligible for Honor Roll consideration. To be eligible for Honor Roll at NCHS a student must maintain a 3.00 GPA for the quarter.

### **Incompletes**

At the end of the 1st semester, teachers may give an incomplete to a student whose work or make-up hours for the semester is incomplete. However, the student has two calendar weeks from the last day of the semester to complete the work or have time made up. At the completion of two (2) calendar weeks all incompletes must be issued grades. Incompletes at the end of the 2nd semester must be completed within two days after the last day of classes that semester, or before the teacher checks out, unless arrangements are made in advance with the principal. After that time period the incomplete must become a grade.

### **Mid-Term Graduation Requirements**

Students may complete high school in less than four (4) years but the **REQUIREMENTS TO GRADUATE REMAIN THE SAME**. Parent/guardian permission is a requirement. Students wishing to mid-term must inform the school administration or counselor prior to the end of their Junior Year. All graduation requirements must be met prior to mid-term graduation.

### **Report Cards**

Report cards are mailed to the parents at the end of each grading period.

#### **Upper 10%**

Upper 10% certificates are awarded to Seniors at Graduation in the spring of each year and are based upon the grades students have earned for seven semesters while at NCHS. Students earning upper 10% recognition will be noted in the Commencement Program. To earn upper 10% students must be enrolled and in good academic standing at Nebraska City High School for seven semesters.

### **Varsity Academic Letters**

Varsity Academic Letters are awarded to students in recognition of outstanding academic excellence. To earn a letter a student must have been on the honor roll for each of the first three quarters of the current school year. Transfer students qualify if they were on the honor roll at their previous school. If that school did not have an honor roll system then NCHS equivalent grades would qualify that student. A student will receive only one chenille academic letter while in high school. Each year a student will receive a silver, or bar and a certificate indicating which honor roll they have qualified for during that given school year.

## **SECTION THREE**

### ***STUDENT DISCIPLINE***

#### **Board of Education Discipline Policy:**

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors leading to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion,

or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

### **Code of Conduct...I WILL - Be Safe / Be Respectful / Be Responsible**

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

### **General Discipline Philosophy**

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

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

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

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

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

### **Levels of Unacceptable Behavior**

#### **LEVEL ONE:**

**Productive Personal Environment** -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student.

**Minimum consequence: Teacher making eye contact with student**

## **Maximum consequence: Detention**

### **LEVEL TWO:**

Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others.

**Minimum consequence: Verbal redirection by teacher or recovery room.**

**Maximum consequence: In-School Suspension**

### **LEVEL THREE:**

Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.

**Minimum consequences: Verbal redirection by teacher or administrator or recovery room.**

**Maximum consequences: Short-Term suspension**

### **LEVEL FOUR:**

Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.

**Minimum consequences: One day in-school suspension**

**Maximum consequences: One year out of school**

## **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior which 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, 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; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Recovery Room Behavior Management Process**

Students that misbehave in and around school may be sent to the recovery room as a way of managing inappropriate and disruptive behavior. Once at the recovery room, students are expected to fill out a recovery room report and then meet with the staff member involved within two days of the incident. Once a positive student and staff member recovery room conference has been completed, the student may return to class. For each three recovery room referrals accumulated by a student in a semester, a 1-Day ISS will be assigned. Students not reporting to the recovery room when referred or not completing a recovery room conference within the time required will also be assigned a 1 Day ISS. The school administration will make all final decisions as it relates to situations concerning the recovery room process. ***Students will not be permitted to participate in activities until Recovery Rooms are resolved.***

### **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. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

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.

- Teacher assigned detentions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room or designated area. A student who fails to attend a detention may face additional disciplinary consequences. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Administrative detentions will be assigned as necessary, served in the detention room designated by the building principal.

### **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 serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **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 or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made 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 or administrator 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. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: to be determined by the building principal.

### **Long-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **Expulsion**

- 1. Meaning of Expulsion.** Expulsion shall mean 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 10 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 10 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 and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.
- 4. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at

school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

The following conduct constitutes grounds for 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 or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to,

that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;

- b) Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c) Violating school bus rules as set by the school district or district staff;
- d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as 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;
- g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h) 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;
- i) 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, or electronic communication 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;
- j) Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k) 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 state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law 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. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain

impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Nebraska City Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the

particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **SECTION FOUR**

### **Student/Parent Activity Handbook**

#### **Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the

school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, all school dances, cheerleading, dance team, Lettermen Club, Pep Band, vocal, band, speech and drama, One-Act, FFA, FCCLA, Spanish Club, Art Club, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, nicotine, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, electronic cigarettes, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material

- represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
  9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
  10. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
  11. Repeated violation of any of the school rules.
  12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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, gender, national origin, or religion.
  14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  15. Willfully violating the behavioral expectations for those students riding Anywhere Public School buses or vehicles used for activity purposes.
  16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
  17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
  18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the coach or sponsor will determine the validity of the reason. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
  19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
  20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol.
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs and Alcohol.**

An activity participant who violates the drug, nicotine based products, or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 20% of all scheduled activities.
2. Second or Any Subsequent Offense: 50% of all scheduled activities.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 10% for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of 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 calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. **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.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. **First Violation:** 30 school days.
2. **Second or Any Subsequent Offense:** One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**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.

**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 plea of no contest and an adjudication of delinquency by the 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 school days (two 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 days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten 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 school days (ten 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.

## **Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for periods 5,6,7,&8. A student who is not in attendance these periods is ineligible for the contest, performance, or activity without administrative approval. In addition, attendance is required the day after a contest. If the student is absent, student will not be able to participate in the next event at that level and must sit out all competitions in between.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

## **Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. Have received credit for 20 hours for the immediate preceding semester.
3. Pass four or more academic classes at the end of the 9-week grading period or be ineligible for the next 9-week period.

4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.
5. Students must also maintain weekly eligibility. In any reporting period any student failing two subjects will become ineligible to compete immediately. Students will remain ineligible for one week at a time during each reporting period.
6. Any exceptions to the eligibility requirements because of exceptional circumstances will be made only after discussion and mutual agreement by the principal, activities director, sponsor, and the teacher(s) of the classes failed.

### **“Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **School Dances**

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Nebraska City Public Schools and their guests may attend.
  - a. Students currently attending Nebraska City High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Nebraska City High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances. No middle school students will be allowed.
  - c. Some school dances may be restricted to students attending specified grades levels at Nebraska City Public Schools.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.

- e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided. Generally, once a student leaves the dance he or she will not be permitted to return.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a Breathalyzer prior to gaining entrance. Those who choose not to submit to a Breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:]

1. Achievement, Citizenship and Conduct Qualifications:
- a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a cumulative grade average of a 2.5.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within twelve months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.

### **Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don’t compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.

3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

# SECTION FIVE

**FORMS - *Must be signed and returned by August 29th.***

## **PARENT/STUDENT AGREEMENT**

I understand that I have access to the Student handbook on Nebraska City Public School's website: <http://www.necityps.org> and that a hard copy is available upon request. I understand the Student Handbook describes the Nebraska City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Nebraska City 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 ACTIVITY RELEASE FORM**

This form releases the student to attend and be transported to any school-sponsored activity and/or event for which they are participating. Examples include, but are not limited to, field trips, performances, athletic contests, clubs, etc. It is understood that the student will be allowed to attend and miss regularly scheduled classes as long as they meet the participation guidelines outlined in the student handbook.

I hereby, release my son/daughter to attend and be transported to school sponsored activities.

## **PHOTOGRAPH AND/OR VIDEO RELEASE**

Nebraska City Public Schools may use photographs and/or video and audio recordings of students to promote or explain the activities of the district. Occasionally the local papers will write articles and use photographs, or television stations may feature a school activity or internet project on any NCPS webpage.

I authorize NCPS to release or publish photographs and/or recordings of my child for public display. Photos or videos used will never include full name recognition.

## **Technology Usage Agreement**

The Nebraska City Public School District Acceptable Use Policy found in the student handbook outlines the guidelines for acceptable use of district technology. Violation of the provisions outlined in the policy may result in suspension and/or revocation of technology privileges and/or other disciplinary actions. The student's parent/guardian is responsible for the actions of the students and release the Nebraska City Public Schools from any liability, damages, or harm incurred through inappropriate use.

Your signatures below indicate your willingness to comply with and support the school's efforts to maintain a positive and productive learning environment for all students through the policies approved in the Student Handbook.

---

Student's Signature

Date

---

Parent/Guardian's Signature

Date

Parent and Physician Permission  
For Administration of Medication by School Personnel

Medication should be scheduled to eliminate the need for giving during school hours whenever possible. It is necessary for school personnel to administer the following medication:

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of Medication \_\_\_\_\_

Amount to be given \_\_\_\_\_

Time(s) to be given \_\_\_\_\_

Length of Administration \_\_\_\_\_ number of days \_\_\_\_\_ entire school year

\*\*\*If "entire school year" is checked a physician's signature is required\*\*\*

Reason for Medication \_\_\_\_\_

Significant Side Effects \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to office personnel.
2. Make sure that the medication is brought to school in its original container and/or packaging.
3. Make sure the container in which the drug is dispensed is marked with the student's name, the drug name, dosage, interval dosage, and date after which no administration should be given.
4. Any medications left at school will be destroyed at the end of the school year.
5. Over the counter medications must be labeled for use of the age of your child.
6. Medications will not be administered past the expiration date.
7. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

# Nebraska City Middle School 2021-2022

*Home of the Pioneers*

909 1<sup>st</sup> Corso  
Nebraska City, NE 68410  
Phone: 402-873-5591  
Fax: 402-873-5641

NCMS Website: <http://www.nebcityps.org>

**Mr. Ethan Pellatz**  
Principal

**THIS PLANNER BELONGS TO:**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ GRADE: \_\_\_\_\_

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## **WELCOME**

Dear Students and Parents:

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

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook.**

**There are several forms at the end of this handbook, which you must read, sign and return no later than August 31st, 2021.**

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 or speak with the building principal.

Sincerely,

Ethan Pellatz



## **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. Each student 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 and legal guardians.

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 NON-DISCRIMINATION**

### **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent, Mr. Mark Fritch in writing at 1700 North 14<sup>th</sup> Street, Nebraska City, NE 68410 or by telephone at(402) 873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the “Discrimination and Harassment” section below.

**MISSION STATEMENT:**

*“Inspiring a culture of excellence that engages all students in lifelong learning.”*



**BELIEF STATEMENTS**

*We believe all students will:*

- Be safe, respectful, and responsible citizens
- Thrive in a culturally diverse environment
- Learn through cooperative efforts
- Think and solve problems creatively
- Become technologically proficient
- Develop visionary thinking
- Be life-long learners

## SECTION ONE

### **BASIC SCHOOL RULES AND GENERAL PRACTICES**

#### **Accidents**

The School (School district) will not be responsible for any medical costs incurred by any student who is injured while attending school, any class, any school function on the premises of the school or at any off premises location at any activity authorized or sanctioned by the school.

#### **Attendance / Loss of Credit**

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. Parents are obligated to insure that their students attend school every day they are able. The school *will* recognize outstanding attendance with special awards at the end of the school year.

Parents must contact the office of their student's building before 9:00 a.m. on the day the student will not be in school. Students may not call to inform the school of their own absence. The school will telephone parents to notify them when their student is not in school. *If called out for lunch, students need to be back by the end of the lunch period.*

Absences may be excused for reasons of: 1) personal illness (*if Doctor note provided*), 2) family emergencies/events, 3) school activities.

The school district will send parents written notice when a student has accumulated five (5) absences during a semester. A subsequent letter will be mailed home every five (5) absences. A conference (*such as a phone call or in-person visit*) may be held which will include the student, parent, teacher(s) and/or principal/dean of students to review the reason(s) for the absences and the consequences for future absences. The principal may require a physician's verification for absences related to illness.

Each student will be allowed eight (8) absences per semester, (absences due to school-sponsored activities will not be included in this total). *Once a student accumulates 8 absences they may be required to attend Saturday support.*

When students accumulate more than five (5) unexcused absences, the school district may report the student's absences to the county attorney for truancy and/or withhold class credit. A conference will be held which will include the student, parent, teacher and administration to review the reasons for the absences and possible consequences for future absences. *The welfare and safety of our students is a priority and regular attendance is an important factor in meeting this priority.*

#### **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. *Assignments missed due to illness will be monitored through district grading and assignment resources and students are expected to complete this work within the two-day time frame.*

### 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, *vacations* or 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) be in attendance ½ day prior to attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences;
- 3) check out of school at the office if leaving school during the school day; and
- 4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

### **Parents are obligated to:**

- 1) call the appropriate building office to inform the school of the reason for each absence; and
- 2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.
- 3) *ensure students are in attendance whenever possible*

### **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 Nebraska City 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.

### **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.

### **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 copy of daily announcements will be made available each day.

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

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

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

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

## **Bullying**

*Definition of Bullying.* The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

*Bullying Prohibited.* Students are prohibited from engaging in any form of bullying behavior.

*Reporting Bullying.* Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. 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. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

*Disciplinary Consequences.* The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

*Bullying Based on Protected Class Status.* Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

### *Support for Students Who Have Experienced Bullying.*

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

*Bullying Prevention and Education.* Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School

employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities that educate students about bullying, bullying prevention and digital citizenship.

### **Cell Phones, Pagers and Other Electronic Devices**

Students may not use cellular (cell) phones, tablets or other personal electronic devices while at school. Students should not use or have devices on their person during the instructional day (8:05 to 3:32). Exceptions may be made for educational purposes by staff members with permission from the administrator. *It is understandable to want to have contact with their child during the instructional day, however, it is necessary for students to be in a safe and distraction-free environment. Students can be reached by calling the building office.*

Students are personally and solely responsible for the security of their cell phones and 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.

Students who violate this policy, *through possession of their personal electronic device*, will have their cell phones or *other electronic device*, confiscated immediately. Students who refuse to comply will receive consequences for noncompliance. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

A separate Chromebook Handbook will be utilized to spell out all necessary actions related to the use of District provided chromebooks.

### **Child Abuse and/or Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

### **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 their classroom teacher has excused them.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and distraction-free. All students must:

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

Teachers will establish classroom conduct rules that students must obey.

Teachers will establish classroom conduct rules which align with the Positive Behavior Schools philosophy of, "BE SAFE, BE RESPECTFUL, BE RESPONSIBLE and *BE RESOURCEFUL*" and promote a productive learning environment.

### **Closed Campus**

Students may not leave the building without permission from the administration and checking out in the office. Once students are on campus for the day, they must stay on campus until dismissed or otherwise released. Students will not be released to anyone under the age of 18. Exceptions to this guideline can be made by the administration only.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The board of education has adopted the following procedures and guidelines to ensure appropriate use of the Internet.

1. **Acceptable Use.** Students may use the Internet for the following purposes:
  - a) Conducting research assigned by teachers.
  - b) Conducting research for classroom projects.
  - c) Accessing information about current events.
  - d) Conducting research for school-related activities.
  - e) Any other appropriate educational purpose.
2. **Unacceptable Use.** Students may not use school computers for the following purposes or do the following things:
  - a) Accessing material that is sexually explicit, obscene, pornographic, "harmful to minors," or otherwise inappropriate for educational uses.
  - b) Engaging in any illegal activities, including the downloading and copying of copyrighted material.
  - c) Participating in electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications on school computers.
  - d) Participating in on-line auctions, on-line gaming or mp3 file-sharing systems including, but not limited to, Napster, Aimster, and Freenet on school computers.
  - e) Disclosing personal information such as their names, school, addresses, and telephone numbers outside of the school network.
  - f) Commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
  - g) Publishing web pages that purport to represent the school district or the work of students at the school without the express written permission of the system administrator.
  - h) Erasing, renaming, or making unusable anyone else's computer files, programs or disks.
  - i) Using or trying to discover another user's password. Students and staff shall not share their passwords with fellow students, school volunteers or any other individuals.

- j) Copying, changing or transferring any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
  - k) Writing, producing, generating, copying, propagating, or attempting 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 a bug, virus, worm, Trojan Horse, or a similar name.
  - l) Configuring or troubleshooting computers, networks, printers or other associated equipment, except as directed by the teacher or the system administrator.
  - m) Students may not take home technology equipment (hardware or software) without permission of the system administrator.
  - n) Forging electronic mail messages or web pages.
3. **Enforcement**
- a) The school district owns the computer system and 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. Electronic files on the system are treated as school property and are subject to search and inspection at any time.
  - b) The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with district policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
  - c) 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.
  - d) District staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.
4. **Consequences for Violation of this Policy**
- a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school district policy and rules may result in:
    - 1) Loss of computer privileges;
    - 2) Short-term suspension, long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
    - 3) Other discipline as school administration and the school board deem appropriate.
  - b) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### **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:

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

1. 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](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

1. 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.
    1. 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;
  1. All witnesses and documents which the complainant believes support the complaint
  1. 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.

1. A complainant who 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 complainant's written appeal.
1. 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 received complainant's written appeal.
    - e. There is no appeal from a decision of the board.
  1. 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.
  1. 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.

**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.

## **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first semester and second semester.

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

## **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>.

You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:  
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

## **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

## **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**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

## **Dress Code**

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. *Parents and students are encouraged to contact the school if they are in need of appropriate clothing.*

Students are prohibited from wearing the following attire:

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, sunglasses, hoods, bandannas (and the like) during the school day
4. Bare feet (some type of footwear must be worn)
5. Short-shorts (must extend past longest digit of hand when fully extended along side of leg), biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is excessively torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. Students should make every effort to wear clean, neat and appropriate clothing to school.
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments (sagging)
14. Pajama pants or pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears, holes, or a fit that expose undergarments
18. Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.

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. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

## **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.

### **Emergency Procedures**

Fire and Bus Drills - Fire and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lock-down Procedures - the building principal or other designee may call a lock-down if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lock-down, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lock down. The Nebraska City Police Department will be notified of the school lock-down and required to offer assistance.

Lock-out Procedures- A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will process as normal within the building.

Tornado Drill- The alarm for a tornado drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the "**ALL CLEAR**" is sounded. A verbal announcement will send students back to classes.

### **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. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **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.

### **Food and Drink Regulations**

No open containers may be brought into the building. This includes but is not limited to opened bottles, sports bottles, cups, drinks from restaurants, and other containers that are not sealed. Any food items brought into the building will not be allowed to leave the designated eating area. Special exceptions may be made by the building administration. Water bottles may be used throughout the day but must be empty. Water bottles can be filled at the bottle filling stations within the school.

Students bringing cold lunch must store food in an appropriate lunch bag and store properly in their designated locker so as not to jeopardize the school issued electronic device.

### **Food Service Program**

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

#### **Breakfast**

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.90 and adults \$1.90 for breakfast.

#### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for 6-8 is \$ 2.75.

#### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office. E-Funds online payments *may* also be accepted.

If a student has no funds available to pay for a meal, the student will have a regular meal and the account will be charged accordingly.

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

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

#### **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 or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

#### **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.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent 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 chaperons.

### **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.

### **Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Students are encouraged to make full use of the guidance services.

### **Group Disturbance and Walk Away You Get To Stay Regulation:**

NCMS administration will incorporate the usage of the "Walk Away" strategy to handle group disturbances and situations between various students. Students will be instructed to "Walk Away" from any volatile situation dealing with groups or individuals and get "To Stay" in school or the regular classroom setting. Students that do not "Walk Away" from volatile situations and continue to be incorporated in such occurrences may be suspended as well as being issued a citation by local law enforcement officials.

### **Head Lice**

Students found to have live head lice will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice 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.

Students will not be permitted to return to school until after lice killing treatment has been completed. 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**

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, and the like.

### **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 the Director of Student Services, who may be contacted at 402-873-6033.

### **Illness or Injury at school**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

### **Immunizations**

All students must furnish to school officials proof of adequate immunizations from mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B.

A signed medical exemption is accepted when immunization would be injurious to the health and well-being of the student or member of the student's household or family, but the parents/guardian must submit dates of immunization for all other diseases. A signed religious waiver is accepted when immunization conflicts with the student's personal and sincerely followed religious beliefs. 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 shall be provisionally enrolled so long as they continue to get the required immunizations as fast as medically possible.

Students who are exempted 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 suspicion or reasonable cause.

### **Lost and Found**

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

### **Medications**

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

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide 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.

### **Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)**

It shall be the policy of the Nebraska City Public Schools, in the event of a life threatening respiratory emergency to administer medications as directed on the student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility by rescue squad at the family's expense.

### **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. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the year, the student must pay for it. Students must also pay for any damage they cause to library books.

### **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:

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.

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.

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.

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.

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.

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.

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.

### **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.

Students who violate this policy, through possession of personal items, may have their item confiscated immediately. Students who refuse to comply will receive consequences for noncompliance. **The school is not responsible for damaged or lost personal items or equipment.**

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. Exceptions to this rule will be based on recommendations from the Nebraska School Activities Association and/or the Southeast Nebraska Health Department.

### **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. Included in the individual packet is a class composite. 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 shall make a reasonable 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 follows: \_\_\_\_\_ . Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

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

### **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.

### **School Day**

The school day typically begins at 8:05 a.m. and ends at 3:32 p.m. 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.

### **Sexual Harassment**

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

### **School Day**

Supervision will be provided beginning at 7:45 a.m. each school day. Students not involved in activities must be off of school grounds by 4:00 p.m. as there will be no supervision provided after this time.

### **Smoking**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

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

### **Staff Qualifications**

Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

### **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 Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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.

#### **A. Definitions**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### **B. Listing of Fees Charged by this District**

##### **1. Guidelines for 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 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 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.

*Fees may include:*

**Band \$10.00**

#### **6th Grade Exploratory classes**

- o Art--\$2.00
- o I-tech--\$2.00
- o FACS--\$2.00
- o Computers - \$2.00

#### **7th Grade Exploratory classes**

- o Art--\$2.00
- o I-tech--\$5.00
- o FACS--\$2.00
- o Computers - \$2.00

#### **8th Grade Exploratory classes**

- o 3-D Design--\$5.00
- o Murals--\$5.00
- o Digital Imaging--\$5.00
- o Careers--\$5.00
- o Painting--\$5.00
- o Drawing--\$5.00
- o Computers - \$5.00
- o I-tech--not to exceed \$15.00 (depends upon selection of project)
- o FACS--\$5.00

### 5. Transportation Costs

The district may charge students reasonable fees for transportation services provided by the district 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 \$130.

## **6. Copies of Student Files or Records**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students 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 \$0.10 per page for reproduction of student records.

## **7. Participation in Before-and-After-School or Pre-Kindergarten Services**

The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

## **8. Participation in Summer School or Night School**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$250.00.

## **9. Charges for Food Consumed by Students**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades 6-12
  - Regular Price       \$2.00
  - Reduced Price     \$0.30
  
- Lunch Program – Grades 6-12
  - Regular Price       \$3.10
  - Reduced Price     \$0.40

## **10. 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 and marching band shoes, which must be white, rubber-soled sneakers
- 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 \$1000.00

### **C. 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. Actual participation in the free or reduced-price lunch program is not required 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.

### **D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

### **E. Voluntary Contributions to Defray Costs**

The district will, when appropriate, 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 clearly communicate that fact to students, parents and patrons.

### **F. 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.

### **G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Student Passes**

Students are not to be out of the classroom during class unless it is necessary or an emergency. Each student will have access to a digital copy of the student handbook and may be provided with a planner at the beginning of each school year or when they enroll in school. The goal of the classroom is to provide a

distraction-free learning environment. Students who demonstrate a pattern of leaving the classroom may lose the opportunity to do so if deemed necessary by the staff. Students with documented health needs may be given exception to the general practices of the classroom environment. Each and every student must have a pass signed by staff prior to leaving the classroom.

**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  | Major field of study                              |
| Address   | Telephone number, including student’s cell number |
| Date and place of birth   | Participation in activities and sports            |
| Dates of attendance   | Degrees and awards received                       |
| The image or likeness of the student in pictures, videotape, film or other medium | Weight and height of members of athletic teams    |
| Certain class work intended for publication on the Internet                       | Most recent previous school attended              |
| Classroom assignment and/or Homeroom teacher                                      | E-mail address                                    |

Directory information about students may also 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 that they do not want this information disclosed without prior written parental consent.

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 October 1st.

### **Non-Directory Information**

All of the other personally identifiable information about students that is contained in this 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.

### **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 are made solely at the discretion of the Dean of Students and/or the Principal. Students and parents may contact the school to request a schedule change at any time.

### **Tardiness**

Students are expected to arrive on time for school each day. Students who are repeatedly tardy to school will be referred to the administration. Students tardy to class(es) interrupt the lesson or discussion and generally cause a minor disruption by entering late. Initial instances of tardiness will be handled between the student and the staff member. If the tardies become excessive, the situation will be referred to the office. A student is tardy if he/she is not in the classroom when the bell rings.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours without the express permission of a member of the 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. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a 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.

## 2. Threat Assessment Team

The threat assessment team should include the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. It should not include parents or board members.] The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

## 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and 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.

## 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team'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 team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

## **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. 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 Superintendent 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. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### **b. Consequences**

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

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

### **c. Records**

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

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.

### **Visitors to the Building**

Visitors (including parents) are to report to the office when entering the building. As a rule students will not be allowed to visit school unless it is cleared through the office of the principal in advance.

### **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.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. 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 on local media outlets. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the 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.

## SECTION TWO

### ACADEMIC INFORMATION

#### Grading Scale

| Percentage | Grade | Mark Points |
|------------|-------|-------------|
| 97 - 100   | 1+    | 4.00        |
| 93 - 96    | 1     | 4.00        |
| 89 - 92    | 2+    | 3.50        |
| 85 - 88    | 2     | 3.00        |
| 81 - 84    | 3+    | 2.50        |
| 77 - 80    | 3     | 2.00        |
| 73 - 76    | 4+    | 1.50        |
| 70 - 72    | 4     | 1.00        |
| Below 70   | 5     | 0.00        |

#### Band Enrollment

Band may be added or dropped during the first seven school days of either semester. If band class is dropped at other times it may be recorded as a failing grade. Students may enroll in band class with the permission of the instructor and administration. Band enrollment decisions, after the first seven school days of the school year, will need to be made after contacting the band director, then in consultation with the dean of students and/or principal. As always, communication with student, student's family, instructor, and administration are important in making these decisions.

#### 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.

## **Homework**

Classroom teachers will often assign homework. Each student is expected to spend some time preparing for studies outside of school hours. *The amount of time expected will fluctuate based on productive use of class time, quantity of assignments, and involvement in school activities.* 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 school counselor. Parents who have questions about homework or concerns about class work should first contact the teacher/s with their concerns. Parents should refer to the complaint procedure on page 12-13 if concerns remain.

## **Honor Roll**

The Honor Roll consists of the following:

|                    |                                       |
|--------------------|---------------------------------------|
| Bronze Honor Roll: | GPA of 3.00 to 3.49 for the quarter   |
| Silver Honor Roll: | GPA of 3.50 to 3.99 for the quarter   |
| Gold Honor Roll:   | GPA of 4.00 for the quarter (all 1's) |

Students who earn a 4 or a 5 in any class will be excluded from the honor roll, this includes exploratory classes.

## **Incompletes**

Students are expected to complete assignments within the provided time frame or assigned due date. Students who struggle to regularly complete their assignments may be given additional time to complete these assignments during lunch, outside of regular school hours, or during one of the Saturday support dates. Refusal to complete assignments may result in disciplinary actions for non-compliance or defiance. Students who may require additional time to complete assignments must meet with the teacher to discuss appropriate timelines and support they may need. Students and/or parents should meet with appropriate staff if extenuating circumstances may apply. Assignments and grades must be completed by the end of the grading period for which the assignment was given.

At the end of each grading period (Q1, Q2, Q3, Q4), teachers may give an incomplete to a student whose work for that term is incomplete.

## **PowerSchool**

Parents have the ability to view their child's academic progress through the Internet. Parents can request a username and password for each child that would allow them to monitor homework completion and current grade status. Once this request is made, parents are required to come to school to pick up this confidential information. Due to privacy issues, usernames and passwords will not be mailed, sent home with students, or emailed. Grades will be updated on a regular basis

## **Promotion Guidelines**

Middle school students take a variety of classes. Core classes (Math, English/Language Arts, Science and Social Studies) comprise a bulk of the time in which they are in school. It is the goal that each and every student successfully completes all courses in which they are registered. Nebraska City Middle School staff provides support for the successful completion of course work through our Guidance office, conferences, summer school, homework support clubs and Saturday support sessions as well as before, after, and during school support opportunities. Promotion to the following grade will be based on the

successful passing and completion of the core classes. If a student fails 3 or more quarters, of the available 16 quarters of the 4 core classes, they will receive an academic hearing. Promotion to the following grade will be determined by the academic hearing team. (Parents, teachers, administrators, and student will be included on this team.)

### **Report Cards**

These are given either to the students or parents at the end of each grading period.

### **Top 10%**

Top 10% certificates are awarded to students in the spring of each year and are based upon the grades students have earned for the current school year. Students earning top 10% recognition will be noted at Honors Night.

## SECTION THREE

### ***STUDENT DISCIPLINE***

#### **Board of Education Discipline Policy:**

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

#### **Code of Conduct...I WILL - Be Safe / Be Respectful / Be Responsible / Be Resourceful**

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

#### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school while using district transportation, at school, during lunch, on the way home while using district transportation, 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.

The Student Activity Handbook governs extracurricular activities including athletics, band, chorus, and club activities. 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.

### **Levels of Unacceptable Behavior**

#### **LEVEL ONE:**

Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student. The behaviors are addressed by the classroom teacher.

**Minimum consequence: Teacher making eye contact with student**

**Maximum consequence: Detention**

#### **LEVEL TWO:**

Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others. Will likely result in a recovery room.

**Minimum consequence: Verbal redirection by teacher/administrator or Recovery Room**

**Maximum consequence: In-School Suspension**

#### **LEVEL THREE:**

Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.

**Minimum consequences: Verbal redirection by teacher/administrator or Recovery Room**

**Maximum consequences: Short-Term suspension**

#### **LEVEL FOUR:**

Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.

**Minimum consequences: Suspension**

**Maximum consequences: One year out of school**

### **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, 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.

**Recovery Room Management System:** This system allows a teacher to send a student that is exhibiting the expected behavior to the recovery room from class. Once at the recovery room, the student completes a form outlining the reason for the referral as well as a plan of action to rectify the behavior. The student then has to meet with the instructor to discuss what led to the behavior and how to avoid future incidents. The implementation of the recovery room process allows teachers to address behavior, teach desired behavior, and build credibility. Students are allowed to make mistakes in class, formulate a plan of improvement, and return to class in a mature and adult-like manner. As always, serious behavior situations are addressed by the administration. The recovery room process allows for more focus on curriculum, eliminating poor behavior while providing a learning opportunity to correct inappropriate behavior. Some non-negotiated items associated with the recovery room include: an admin-administered detention, one day ISS for three recovery rooms, one day OSS for six recovery rooms. ***Students will not be permitted to participate in activities until Recovery Rooms are resolved.***

| Level of Unacceptable Behavior (as defined by the student handbook) |  |  |  |   |
|---|--|--|--|---|
|   | Level 1  | Level 2  | Level 3  | Level 4   |
|   | Behaviors that occur in the classroom and affect only the learning of the misbehaving student. The behaviors are addressed by the classroom teacher. | Behaviors that occur in the classroom and interfere with the learning of others. All level two's will result in a recovery room. Behavior will be managed by the recovery room process and communication home by the classroom teacher. Admin will be involved as necessary on a case-by-case basis. Detention will always be assigned by the recovery room. | Behaviors that occur that interfere with the learning of others or an orderly environment. These behaviors are part of a pattern or are significant enough to warrant administrative involvement. The student will take part in the recovery room process and will be seen by the Dean of Students.  | Behaviors that are intended to cause another individual physical harm and/or are illegal. Students will be sent directly to the building principal.   |
| <b>Process</b>  | <ul style="list-style-type: none"> <li>Respond appropriately in the classroom.</li> </ul>  | <ul style="list-style-type: none"> <li>Student sent to the Recovery Room.</li> <li>Student will begin filling out the Recovery Room form.</li> </ul>   | <ul style="list-style-type: none"> <li>Student sent to the Recovery Room.</li> <li>Student will begin filling out the Recovery Room form.</li> </ul>   | <ul style="list-style-type: none"> <li>Student sent directly to building principal.</li> </ul>  |
| <b>Classroom Teacher</b>  | <ul style="list-style-type: none"> <li>Handled by teacher.</li> <li>Contact home as necessary.</li> <li>Documented as needed.</li> </ul>             | <ul style="list-style-type: none"> <li>Finish Recovery Room form with student and document parent contact.</li> <li>Contact home within 24 hours.</li> <li>Continue to build rapport with student/family.</li> <li>Form to be turned back in to Recovery Room/Recovery Room Mailbox.</li> </ul>  | <ul style="list-style-type: none"> <li>Continue to build rapport with student/family.</li> </ul>   |   |
| <b>Recovery Room</b>  |  | <ul style="list-style-type: none"> <li>Contact home to alert them to the incident and detention.</li> <li>Let family know that teacher will be contacting them.</li> </ul>   | <ul style="list-style-type: none"> <li>Contact Dean of Students of Level 3 incident.</li> </ul>  |   |
| <b>Dean of Students</b>   |  | <ul style="list-style-type: none"> <li>Only involved on a case-by-case basis.</li> </ul>   | <ul style="list-style-type: none"> <li>Finish recovery room form with students and document parent contact.</li> <li>Contact home.</li> <li>Continue to build rapport with student/family.</li> <li>Make contact with classroom teacher as necessary.</li> <li>Form to be turned back into Recovery Room/Recovery Room Mailbox.</li> </ul> |   |
| <b>Principal</b>  |  | <ul style="list-style-type: none"> <li>Only involved on a case-by-case basis.</li> </ul>   |  | <ul style="list-style-type: none"> <li>Contact Home</li> <li>Make appropriate disciplinary action.</li> <li>Document incident.</li> <li>Continue to build rapport with student/family.</li> <li>Communicate out to staff as necessary.</li> </ul> |
| <b>Consequences</b>   | <u>Minimum Consequence</u><br>Teacher Making Eye Contact with Student  | <u>Minimum Consequence</u><br>Recovery Room/Detention  | <u>Minimum Consequence</u><br>Recovery Room/Detention  | <u>Minimum Consequence</u><br>Suspension  |
|   | <u>Maximum Consequence</u><br>Teacher Assigned Detention   | <u>Maximum Consequence</u><br>In-School Suspension   | <u>Maximum Consequence</u><br>Short Term Suspension  | <u>Maximum Consequence</u><br>One Year Out of School  |

### **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. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

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.

- Teacher-Assigned Detentions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room or designated area. A student who fails to attend a detention may be given a detention by the teacher or may face additional disciplinary consequences. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Administration-Assigned Detentions will be assigned as necessary, served in the detention room designated by the building principal or dean of students.

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students

follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow 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 serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

#### 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 short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under conditions determined by the building principal.

#### Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

#### Expulsion

1. **Meaning of Expulsion.** Expulsion shall mean 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 10 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 10 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 and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.
- 4. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for

possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

The following student conduct shall constitute 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 or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes,

but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;

- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as 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;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. 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;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of

publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

In addition, a student who engages in the following conduct 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 shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmissions of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

## **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 state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law 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. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.

6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Nebraska City Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own

defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## SECTION FOUR

### Activities

#### Activities-

**This activity policy applies to all activities including athletics, clubs, drama, speech, performances, dances etc. ALL ACTIVITIES.**

#### STATEMENT OF ACTIVITY PROCEDURES

##### Definitions

Participant: Any student currently a member of an activity in the Nebraska City Public Schools.

##### School Equipment

Equipment owned and issued by the Nebraska City Public Schools.

##### Event

All Sports and athletic events.

Any type of competition, performance, conference or convention to include but not limited to music, speech, drama, plays, musical concerts, Before and After School Clubs, Student Council, Math Counts, etc.

Also a leadership conference, quiz bowl, math, or science contest.

School Dances.

Any type of activity that has Nebraska City Middle School students representing the Nebraska City Public Schools in an individual, small group or large group event, performance or contest.

If the event involved would also impact a student's grade in a class the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment would be determined by the teacher/sponsor and approved by the administration.

##### Sportsmanship

Sportsmanship involves two things; first, it is skill in or devotion to activities. Second (and equally important), it is a standard of conduct while engaged in activities involving honest rivalry and graceful acceptance of results.

##### Transportation

STUDENTS WILL RIDE ON SCHOOL TRANSPORTATION (unless other arrangements are made with the principal, sponsor/coach and parent in advance). Unless a coach/sponsor has a more stringent policy, students will also return home on school transportation unless a parent has filled out the necessary forms for alternative transportation. See Activities Director for forms.

##### Officials

Contest officials should always be treated with respect. At home contests they are our guests and should be treated as such by coaches and players.

### Profanity

The use of profanity is evidence of poor sportsmanship and is offensive to squad members, coaches/sponsors and the general public. Its use is not acceptable by students, staff members, or the public.

### Practice and Participation:

1--Whenever an athlete is participating in an official practice session of an athletic team, a coach or faculty member must be present.

2--In order to participate in practice or competition, individual participants must have been in attendance in school the preceding one/half day (all of periods 6,7, 8, & 9). If the activity or sport or its departure time is during the school day, the student must be in attendance the four preceding class periods.

3--If the activity or sport or its departure time is prior to fifth period, the Student will be in school that entire day until departure time. Any exception to this rule must have prior approval by the Athletic Director and Principal.

4--If a student misses or is late the morning following a school activity the evening before, he or she will not be allowed to participate in the next contest after the second offense. (EXAMPLE: Tuesday contest – misses or is late on Wednesday. 1<sup>st</sup> Offense. Thursday contest – misses or is late on Friday. 2<sup>nd</sup> Offense. Though not necessarily consecutive, the student cannot participate after the 2<sup>nd</sup> Offense in the next contest.)

### School Equipment

1--Each participant has the responsibility for taking care of school equipment.

2--School equipment should not be worn at any time other than at authorized times.

3--The student to whom such equipment was issued must pay for equipment lost or damaged at any time.

4--Students or participants seen wearing equipment belonging to Nebraska City Public Schools will:

--Return such equipment.

--Participant could possibly lose eligibility.

### Sportsmanship

Sportsmanship is one of the major goals of the Nebraska City Public School activity program.

Participants and fans are to set a good example of sportsmanship at all times and follow all rules set forth by NCPS and the NSAA.

## **RULES AND STANDARDS FOR STUDENTS PARTICIPATION IN ACTIVITIES SPONSORED BY NEBRASKA CITY MIDDLE SCHOOLS**

**Because of the nature of activities and the purpose of activities, the coaches/sponsors of Nebraska City Middle School, along with the Administration and the Board of Education, Believe that the students have an obligation to themselves and to activities which requires high standards of conduct, personal habits and behavior.**

Students should understand that the use of tobacco, alcohol and other drugs are harmful to the body and hinder maximum effort and performance. Therefore, students are prohibited from using and/or possessing tobacco, alcohol or other drugs during the times they are representing NCPS. The following

minimum rules and standards, which will govern students participating in activities, have been adopted by the Nebraska City Board of Education.

### **Academic Activity Eligibility**

All students participating in any activities at NCMS will be required to meet the following academic and procedural expectations listed below.

1. In-season academic eligibility will be monitored every week through the normal academic reporting process. (PowerSchool)
2. In any reporting period a student failing any subject/s will become ineligible to compete the following reporting period (week). Students will remain ineligible for one week at a time. If during that one-week of ineligibility students are able to raise their grades they will be eligible to compete the following week.
3. During ineligibility students will still be allowed and expected to attend all practices.
4. In Jeopardy checks are conducted on Wednesday at the conclusion of school.
5. Final determination of eligibility is made on Friday at the conclusion of the school day. If no school is scheduled on Friday, final eligibility will be determined the final day of school that calendar week.
6. Eligibility weeks are from Monday to Saturday.
7. Any student determined to be ineligible will not be able to participate in school-sanctioned activities not related to the curriculum. (ex. Dances, after school clubs, athletics etc.)

### **Attendance**

In order to participate in practice or competition, individual participants must have been in attendance in school the preceding one/half day (all of periods 5,6,7 & 8). If the activity or sport or its departure time is during the school day the student must be in attendance the four preceding class periods. If the activity or sport or its departure time is prior to fifth period, the student will be in school that entire day until departure time. Prearranged absences will be accepted by the administration as allowable, thereby waiving this requirement. Students who demonstrate undesirable patterns of attendance will not be allowed to continue participating in activities.

### **Attendance Patterns of Activity Participants**

Students participating in activities must observe good attendance patterns at school. Any student in activities that has accumulated detention hours as a result of non-attendance will not be allowed to leave school early to attend games until all attendance detention hours have been completed.

### **Decorum**

All participants in NCMS activities will be expected to maintain a standard of personal conduct, behavior, and appearance that will promote pride in NCMS activities and provide a favorable example to young people within the community who look with admiration toward the student. If this high standard of decorum is violated that student will have to miss the next activity that they would normally participate in (includes games, concerts, plays, etc.).

### **Activities Participants Standards of Conduct and Sanctions:**

Activity participants are to comply with drug, alcohol and tobacco standards of conduct at all times. Participants may also be sanctioned if found guilty of a felony or are found by school administration to have displayed conduct that is detrimental to our school's purpose. This rule applies from June 1 to May 31 as a calendar year. Violations of the standards of conduct shall result in additional sanctions as set forth below. Sanctions will be imposed based upon the next activity the student will participate.

Notification of conduct violations will be determined by being cited by a law enforcement professional, personal admittance of a conduct violation, or being observed by a staff member of Nebraska City Public Schools. The Nebraska City Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

### **Conduct Violation**

Possession, use or distribution of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcohol beverages, look-alike alcoholic beverages, and or drug paraphernalia, the possession, use or distribution of tobacco, tobacco products or look-alike tobacco products, in any form (this includes smokeless tobacco products)... Participants may also be sanctioned if found guilty of a felony or are found by the high school administration to have displayed conduct that is detrimental to our school's purpose.

### **Minimum Conduct Sanctions**

First Violation will result in a suspension from activities for 20% of all scheduled activities. Scheduled activities shall mean all games or activities scheduled by the activities director or principal prior to the start of the individual season. In figuring all contest suspensions, the activities director will round up to the nearest contest. In the event that there are not enough contests left in the individual season to fulfill the imposed suspension, the suspension will carry over to the next sport or activity the student participates in. Suspensions will not carry over from year to year. The District Administration will have final authority in all judgment decisions. The student must continue to attend and participate in all practices during the suspension. Students electing to participate in a diversion program to divert an offense from the court system may write a letter to the school administration requesting their activity sanction be reduced by 50%. This option may be exercised one time.

Second Violation will result in a suspension from activities for 50% of all scheduled activities. Scheduled activities shall mean all games or activities scheduled by the activities director or principal prior to the start of the individual season. In figuring all contest suspensions, the activities director will round up to the nearest contest. In the event that there are not enough contests left in the individual season to fulfill the imposed suspension, the suspension will carry over to the next sport or activity the student participates in. Suspensions will not carry over from year to year. The District Administration will have final authority in all judgment decisions. The student must continue to attend and participate in all practices during the suspension.

Third Violation will result in a suspension from activities, including practices, for the rest of the school year.

### **Certification of Suspension**

Students being in violation of any conduct code as listed above will have to serve the appropriate suspension in relation to their offense. Suspensions will be served during an activity that the student is involved in. For any suspension to be certified as a completed suspension the students must stay with that team or group until their season is over. Voluntary separation from any team or activity during or after any suspension will result in that suspension not being certified by the school administration and thus the suspension will be carried to the next activity that the student participates in. This certification of suspension rule will not allow students to quit or voluntarily separate from an activity as a result of disciplinary actions taken against them for a conduct violation.

### **Special Regulations by Activity Coach/Sponsor**

A coach/sponsor may require additional standards, which are applicable to a certain sport, or activity, provided the standards are approved by the administration and are communicated in written form to the students and their parents before the particular activity begins.

#### Philosophy

A great activity tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team the student has certain responsibilities to uphold. Our tradition at Nebraska City Public School has been to win so that honor comes to our community, our school and our students. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaching/sponsoring staff, the participants, and the student body. By participating in the interscholastic program, we hope that all students are able to derive some of the individual values and benefits of the program.

#### **Responsibilities to Yourself:**

We like to think of a student participating in activities as being someone special in that certain responsibilities are imposed on him/her. A student participant is one who accepts these responsibilities and broadens them and develops strength of character. Students owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in activities. You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

#### **Responsibilities to the School**

By being in activities you have the responsibility to your school to always do your best. Always follow the guidelines that are set forth. By being in activities you are representing your school and your community. You automatically assume a leadership role when you are on an activity team. The student body and citizens of the Nebraska City Community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitudes, both on and off the field.

Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school, by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them observe negative ideals to copy.

#### **Responsibilities of the coach/sponsor**

Since there is a great tradition behind activities at Nebraska City Public Schools, the coaches/sponsors feel that they have the responsibility to give the community the best possible team with the available talent each year. Coaches/Sponsors of Nebraska City High School are dedicated to this fact, as they are well aware of the tradition that has been built up over the years. Winning will always be important in every coach/sponsor's mind, but they are well aware of what must be done to win and win in the proper manner.

All coaches/sponsors will follow the

#### **Nebraska Coaches Creed which reads...**

I BELIEVE interschool sports (activities) have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to administer them so that their values shall never be questioned.

I BELIEVE the other coaches (sponsors) of interschool sports (activities) are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all that I can to further their efforts.

I BELIEVE my own actions should be so regulated as to reflect credit to this profession.

I SHALL abide by the rules of the games (activity) in letter and spirit.

I BELIEVE proper administration of all sports (activities) offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry over and will aid each one connected with the sport (activity) to become a better citizen.

I BELIEVE in and will support all reasonable moves to improve athletic (activity) conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants. Those of you who want to be a part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic activities at Nebraska City High School.

These guidelines are drawn from the philosophies of the present coaching/sponsoring staff and administration, present participants, existing policies of schools of our size, and from the policies set up by the Nebraska Association of High School Activities.

### **Dances**

When the student leaves the building they will not be allowed to return to the dance. Middle school dances are for NCMS students only. The student dress code will be observed at school dances. Provisions shall be made for formal dance attire but will still be expected to be appropriate and in good taste. Appropriate dancing at dances is required. Dancing that is explicit or sexual in nature will not be allowed.

### **Student Council**

To be considered for a position as a Student Council member a student must:

1. Student Council eligibility will be determined using the same method outlined on page forty (40) in the Academic/Activity eligibility section.
2. Elections will take place in the fall of the current school year.
3. The student will have to make two (2) posters to be displayed in a hallway according to the date set by the Student Council Advisor.
4. Students will write and give a speech detailing why they should be elected to student council, the time they will devote to student council and a project idea for student council to consider.
5. Two recommendations from teachers will be due by the date set by the Student Council Advisor.
6. On a date set by the Student Council Advisor, the classes will meet to vote by ballot for Student Council representatives.
7. Students may be removed from the student council for behavior that does not represent the school appropriately. This decision will be made by the school administration and the student council advisor.

**Before and After School Clubs**

All students who voluntarily sign up to participate in the 21<sup>st</sup> Century Before and After School program do so with the understanding that all school rules outlined in this handbook are applicable.

|                           |                      |
|---------------------------|----------------------|
| <b>Board of Education</b> |                      |
| Mr. Kent Blum             | Board President      |
| Mr. Jim Nemec             | Board Vice-President |
| Mr. Jeff Frields          | Board Member         |
| Mr. Nick Schmitz          | Board Member         |
| Mrs. Teri Stukenholtz     | Board Member         |
| Mrs. Lisa Chaney          | Board Member         |
| Mr. Steven Luther         | Board Member         |
| Mr. Don Loseke            | Board Member         |
| Ms. Stacie Higgins        | Board Member         |

|                                       |   |
|---------------------------------------|---|
| <b>District Administrative Staff:</b> |   |
| Mr. Mark Fritch                       | Superintendent of Schools                           |
| Mr. Jason Hippen                      | Director of Student Services                        |
| Mr. Craig Taylor                      | Director of Curriculum and Instruction              |
| Mr. Brian Hoover                      | High School Principal                               |
| Mr. Ethan Pellatz                     | Middle School Principal                             |
| Mr. Scot Davis                        | Hayward Elementary Principal                        |
| Mr. Brent Gaswick                     | Northside Elementary Principal                      |
| Mr. Matt Koehler                      | High School Assistant Principal/Activities Director |

|                                |                          |
|--------------------------------|--------------------------|
| <b>Middle School Contacts:</b> |                          |
| Mr. Kaleb Walker               | Dean of Students         |
| Mrs. Katie Meredith            | School Counselor         |
| Mrs. Angela Rovetto            | Administrative Assistant |
| Mrs. Jaime Fritch              | Administrative Assistant |

## SECTION FIVE

### **FORMS**

This section contains forms, which students and their parents must complete and return to the school office **NO LATER THAN** the last day of school in August.

#### **PARENT/STUDENT AGREEMENT**

I understand that I have access to the Student handbook on Nebraska City Public School's website: <http://www.nebcityps.org> and that a hard copy is available upon request. I understand the Student Handbook describes the Nebraska City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Nebraska City 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 ACTIVITY RELEASE FORM**

This form releases the student to attend and be transported to any school-sponsored activity and/or event for which they are participating. Examples include, but are not limited to, field trips, performances, athletic contests, clubs, etc. It is understood that the student will be allowed to attend and miss regularly scheduled classes as long as they meet the participation guidelines outlined in the student handbook.

I hear-by release my son/daughter to attend and be transported to school sponsored activities.

#### **PHOTOGRAPH AND/OR VIDEO RELEASE**

Nebraska City Public Schools may use photographs and/or video and audio recordings of students to promote or explain the activities of the district. Occasionally the local papers will write articles and use photographs, or television stations may feature a school activity or internet project on any NCPS webpage.



**Parent and Physician Permission  
For Administration of Medication by School Personnel**

Medication should be scheduled to eliminate the need for giving during school hours whenever possible. It is necessary for school personnel to administer the following medication:

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of Medication \_\_\_\_\_

Amount to be given \_\_\_\_\_

Time(s) to be given \_\_\_\_\_

Length of Administration \_\_\_\_\_ number of days \_\_\_\_\_ entire school year

\*\*\*If "entire school year" is checked a physician's signature is required\*\*\*

Reason for Medication \_\_\_\_\_

Significant Side Effects \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

(Date)

\_\_\_\_\_  
(Physician's Signature)

(Date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to office personnel.
2. Make sure that the medication is brought to school in its original container and/or packaging.
3. Make sure the container in which the drug is dispensed is marked with the student's name, the drug name, dosage, interval dosage, and date after which no administration should be given.
4. Any medications left at school will be destroyed at the end of the school year.
5. Over the counter medications must be labeled for use of the age of your child.
6. Medications will not be administered past the expiration date.
7. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

**Nebraska City Middle School**  
**Title I (2021-2022)**  
**Student-Parent-School Learning Compact**

\*Parent/Guardian: I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- 1) Provide a quiet place to study each day.
- 2) Spend at least 15 minutes drilling and practicing basic mathematical skills.
- 3) Encourage and praise my child.
- 4) Communicate with the math teacher.
- 5) Monitor Power School.

\*Student: I know my education is important to me. It will help me become a better person. I agree to do the following:

- 1) Do my best at school.
- 2) Ask questions if I do not understand something.
- 3) Check Power School.
- 4) Conference with teachers before, during, or after school.
- 5) Study and prepare for tests and quizzes.
- 6) Ask for extra help if needed.
- 7) Show my work where applicable.

\*Teacher: I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- 1) Encourage and praise all children with high expectations.
- 2) Determine each student’s strengths and build on them as well as work to develop the weak areas.
- 3) Offer extra support where applicable.
- 4) Be willing to conference with students before and after school.
- 5) Maintain regular communication with parents and guardians.
- 6) Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards.

**SIGNATURES:**

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Nebraska City Public Schools

## High School



## Chromebook Policy & Usage Handbook

### 2021-2022

The policies, procedures, and information within this document apply to all Chromebooks used at Nebraska City Public Schools by students including any other device considered by the Administration to fall under these policies.

# Receiving Your Chromebook

## 1. Parent/Guardian Orientation

All parents/guardians are required to attend an orientation and sign the Nebraska City Public Schools Chromebook Agreement before a Chromebook can be issued to their student.

## 2. Distribution

Students in grades 9-12 will receive their Chromebooks the first day of school. Students and parents must sign the NCPS Student Chromebook Receipt prior to receiving their Chromebook.

## 3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook after successful completion of an orientation/training. Both students and their parents/guardians must sign the Nebraska City Public Schools Chromebook Agreement prior to picking up a Chromebook.

# Chromebook Check-in

## 1. End of Day

Students who purchase the annual Protection Plan will have the opportunity to take the chromebook home. Students who chose not to purchase the Protection Plan will need to check-out/check-in the chromebook each school day.

## 2. End of Year

At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook will result in the student being charged the full \$240.00 replacement cost. The district may also file a report of stolen property with the Nebraska City Police Department.

## 3. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Nebraska City Public Schools must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Nebraska City Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Nebraska City Police Department.

# Purchasing Your Chromebook

Upon successful completion of all graduation requirements, students will have the opportunity to purchase their chromebook at a significantly reduced cost. For every year the student has purchased the “Annual Protection Plan”, and the Protection Plan wasn’t used towards repairs, that money will be put towards the cost of the chromebook.

Cost of Chromebook (based upon purchase of Protection Plan every year with no repairs needed during the year) will be:

*Policy for all classes through Class of 2025*

Paying one year of insurance: \$175

Paying two years of insurance: \$115

Paying three years of insurance: \$55

Paying four years of insurance: \$0

*This policy starts with Class of 2026*

Paying one year of Protection Plan: \$ 200

Paying two years of Protection Plan: \$ 175

Paying three years of Protection Plan: \$115

Paying four years of Protection Plan: \$55

Paying five years of Protection Plan: \$0

*Note: Several factors, including depreciation of chromebook, were taken into consideration when figuring cost to a graduate.*

## Training

Students will receive regular training during class time to address care and usage of the Chromebook as well as usage of Google Apps (necityps.org accounts). Regular Digital Citizenship training will also be provided during school to address respectful, responsible, and ethical use of the internet and digital tools.

## Protection Plan

Nebraska City Public Schools recommends that the Protection Plan be purchased prior to the deployment of the Chromebook to your child. The Protection Plan cost is \$25.00 annually for each Chromebook. ***Purchasing the Protection Plan will allow the student to take the chromebook home.*** Each claim covered by Protection Plan will be assessed an incremental deductible within the current school year. The first claim deductibles are listed in “estimated costs”. If a student withdraws from Nebraska City Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal.

**Annual Protection Plan due at Registration - \$25** (Please see “Estimated Costs” for Protection Plan and repair information)

## Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the NCPS Technology Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks. This includes but is not limited to textbooks, trappers, etc...

## Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## Using Your Chromebook

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Nebraska City High School Media Center before 3:40 pm.
- If a loaner is not turned in by 3:40 pm, a report will be filed with the and the administrator will work on retrieving the loaner.

## **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

## **Charging Chromebooks**

- Students are responsible for plugging in their Chromebooks in the appropriate storage case at the end of the school day.
- Students will be assigned to a designated charging station and must use that location only.
- Students arriving late to school or leaving prior to the end of the school day must obtain or return their device at the nearest break in the school day. Causing disruptions to class will not be allowed.

## **Personalizing the Chromebook**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Nebraska City Public Schools. Spot checks for compliance will be done by administration, classified staff, certified staff or any other district personnel.

Students may add appropriate music, photos, and videos to their Chromebook. Media needed for educational purposes are subject to inspection and must follow the Nebraska City Public Schools acceptable use policy.

## **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teachers. Students are responsible for providing their own earbuds.

## **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for printing at school.

## **Logging into a Chromebook**

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@nebcityps.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Nebraska City Public Schools Technology Department reserves the right to disable your account.

# **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

## **No Expectation of Privacy**

### **Device...Network....and accounts**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## **Updates**

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

## **Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of

school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a Helpdesk ticket to request the site be unblocked.

### **Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Software on Chromebooks**

### **Originally Installed Software**

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

### **Google Apps for Education (nbcityps.org accounts)**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.
- All nbcityps.org accounts shall be governed by the same policies whether they are accessed on-site or off-site.

### **Additional Apps and Extensions**

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Nebraska City Public Schools.

## **Repairing or Replacing Your Chromebook**

## **Tech Support**

All Chromebooks in need of repair must be brought to the media center at Nebraska City High School as soon as possible.

## **Vendor Warranty**

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Nebraska City Public Schools Technology Helpdesk.

## **Estimated Costs *(subject to change)***

The use of this device compares to that of a textbook. Fines will be assessed based on the nature of the damage and the cost to repair or replace the device. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Estimated cost to repair/replace:

Screen - \$60

Keyboard/Top Cover - \$50

Charger - \$40

Battery - \$50

Total Replacement - \$240

## **Chromebook Technical Support**

The Nebraska City High School media center will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Appropriate Uses and Digital Citizenship**

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their nebcityps.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Be Respectful** . I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Be Responsible**. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Be Safe and Respectful**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Be Safe**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Be Responsible**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Be Resourceful**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## **Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy**

Nebraska City Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Nebraska City Public Schools to anyone when it deems it necessary in the public interest.

### **Compliance with the Law and Use of Computers / Internet**

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students at Nebraska City Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Digital Citizenship Curriculum may be found in the district Curriculum Office and each school media center.

## **Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)**

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

### **Policy Violations**

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved.

Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

### **Acceptable Use**

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
  - As a safety precaution, full names or addresses are not to be revealed online.
  - Computer and network resources have been provided for educational purposes -game-playing and commercial uses are prohibited.
  - Sharing of individual accounts is prohibited.
  - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
  - Chain letters and inter-relay chat are misuses of the system.

- Vandalism or "hacking" of any kind is prohibited.
- The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Nebraska City Public Schools and/or civil authorities.
  - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user.
- By using the computers or network system, participants agree to indemnify and hold Nebraska City Public Schools harmless from any claims or damages arising from such use. Nebraska City Public School District makes no warranties for the information or the services provided.

### **Privacy and Safety**

- Do not go into any chat rooms other than those set up and monitored by your teacher.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the media specialist or the Director of Technology, Media Specialist or other staff member if you are in compliance with the law.
- Plagiarism is a violation of the Nebraska City Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Communication Services (Email, chat, etc)**

- Students in need of services for academic reasons will only be allowed access with administrative approval. Access to communication systems will be determined on educational need of service. Approval will be determined by the administration of Nebraska City Public Schools. All academic services are monitored by the

Nebraska City Public Schools Technology Department and all correspondence sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Entering chat rooms during class is strictly prohibited without instructions from the teacher and administration.
- All forms of correspondence is subject to inspection at any time by school administration.

### **Discipline Consequences**

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Nebraska City Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Nebraska City Public Schools Technology Department to ensure appropriate use. The Nebraska City Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.



# CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Nebraska City Public Schools Chromebook Policy and Usage Handbook is available on the NCPS website at [www.nebcityps.org](http://www.nebcityps.org) and is located under the Chromebooks link. The Nebraska City Public Schools Student Acceptable Use Policy (AUP) is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Nebraska City Public Schools Policy regarding the use of computers and the Internet in the Nebraska City Public Schools. Your signature also states that you authorize Nebraska City Public Schools to create and utilize “cloud services” accounts that will be under the control of Nebraska City Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to NCPS.) Additionally, as part of the 1:1 Chromebook initiative at Nebraska City Public Schools, the Nebraska City Public Schools is recommending the purchase of accidental damage Protection Plan prior to the deployment of the Chromebook to your child. Nebraska City Public Schools will be the sole provider of this Protection Plan. Under this Protection Plan agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Nebraska City Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct. This Protection Plan policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Nebraska City Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

**Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Please check one of the following options:

- I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **Additionally, I would like to purchase the Protection Plan through the Nebraska City Public Schools in the amount of \$25. I understand that my student will be able to take the device home.**
- I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **I DO NOT wish to purchase Protection Plan through the Nebraska City Public Schools and understand that I am responsible for 100% of all damages. I understand that my student will not be able to take this device home.**
- I do not accept the Nebraska City Public Schools Chromebook Policy & Usage Handbook. I understand by not accepting the Chromebook Policy & Usage Handbook no device will be issued to student.

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**Printed Student Name**

**Grade**

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**Student Signature**

**Date**

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**Parent/Guardian Signature (REQUIRED)**

**Date**

## **Intended Use**

The device checked out to me is to be used in support of school related activities. **The device must accompany me at school every day school is in session.** Use of the device checked out by a teacher may include student use, and the device is configured with network connections to allow students to log in with their own accounts. Any software installed on the computer must be licensed by the district. The license agreement of installed “free” software must allow it to be free for educational organizations, not personal use.

I recognize that, as part of my handbook acceptance form, I have already agreed to comply with the school Internet Use and Safety Policy (5400.10) and Electronic Communication Devices Policy (4139.1/5400.13). Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

## **Nebraska City Public Schools Technology Student Acceptable Use Policy (AUP)**

Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy

Nebraska City Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.

Administration reserves the right to refuse access to the Internet by Nebraska City Public Schools to anyone when it is deemed necessary in the public interest.

Compliance with Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher’s rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18) Minors or adults shall:

- Not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for education.
- Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system’s security.
- Not engage in any illegal activities on the Internet.
- Only use electronic mail, chat rooms, and other forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools related assignment or activity.
- Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.

Minors shall not disclose personal identification information on the Internet.

### Policy Violations

Any violation of the policy may result in the loss of access to the Internet by the student / adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws. Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature Form available from your building administrator or media specialist.



## Restaurant Design Equipment & Supply

*Innovative Solutions. On time. On budget.*

**Project:**

Nebraska City Middle School  
Freezer Outdoor 8 x 11  
609 1st Corso  
Nebraska City, NE 68410

**From:**

IS Restaurant Design Equipment &  
Supply  
Doug Stegenga  
1421 B. Avenue  
Sioux Falls, SD 57104-0315  
(605)339-3931  
(605)339-3931 0000 (Contact)

Job Reference Number: 17608

Price below is a not to Exceed Price of \$32,000.00. Good for 30 days. Once we have accurate quotes from manufacturer we can send over that quote.

| Item | Qty   | Description   | Sell               | Sell Total         |
|------|-------|---|--------------------|--------------------|
| 1    | 1 lt  | <b>WALK IN COMBINATION COOLER FREEZER, REMOTE</b><br>International Cold Storage Model No. WF NCMDFC Packed It<br>8' x 11' outdoor walk in freezer, pre-assembled, fully constructed, 5" insulation, exterior ramp, 48" LED light strip in box | \$24,776.00        | \$24,776.00        |
|      | 1 lt  | CW NCMS 60 Month Extended Compressor Warranty Cooler and Freezer  | \$190.00           | \$190.00           |
|      | 1 lt  | LW NCMS 12 Mo Extended Service Labor Warranty - Parts & Labor   | \$530.00           | \$530.00           |
|      | 1 lt  | O NCMS Offloading and Field Service Installation  | \$1,913.00         | \$1,913.00         |
|      | 1 lt  | T NCMS Transportation   | \$2,950.00         | \$2,950.00         |
|      |       |   | <b>ITEM TOTAL:</b> | <b>\$30,359.00</b> |
| 2    | 16 ea | <b>WIRE SHELVING</b><br>Olympic Model No. J2448K Packed 4 ea<br>Shelf, wire, 24" x 48", green epoxy finish with chromate substrate, NSF   | \$27.00            | \$432.00           |
|      | 16 ea | 1 year warranty against manufacturing defects   |                    |                    |
|      | 16 ea | 7 year warranty against rust and corrosion  |                    |                    |
|      | 16 ea | J74UK Post 74", mobile, works with stem caster, grooved at 1" intervals, green epoxy finish with chromate substrate, NSF  | \$8.00             | \$128.00           |
|      | 4 st  | J5FBA-4 Stem/Swivel-Brake Caster Set, includes (4) 5" dia. casters with   | \$55.00            | \$220.00           |



| Item | Qty  | Description  | Sell               | Sell Total        |
|------|------|--|--------------------|-------------------|
|      | 1 ea | brake, 1-1/4" face, non-marking, high modulus rubber tread, 300 lb. capacity per caster, NSF<br>FREIGHT  | \$583.00           | \$583.00          |
|      |      |  | <b>ITEM TOTAL:</b> | <b>\$1,363.00</b> |
| 3    | 2 ea | <b>DUNNAGE RACK</b><br>New Age Model No. 2009<br>Dunnage Rack, 48"W x 24"D x 12"H, all welded aluminum construction, 1-1/2" x 1-3/4" x 0.070 tubing, welded aluminum caps on feet, weight capacity 2500 lbs., NSF, Made in USA | \$134.00           | \$268.00          |
|      | 2 ea | Lifetime warranty against rust & corrosion, 5 year workmanship and material defects warranty, standard   |                    |                   |
|      |      |  | <b>ITEM TOTAL:</b> | <b>\$268.00</b>   |
|      |      |  | Total              | \$31,990.00       |



Pricing valid for 30 days due to current market conditions.

Note: Only the equipment and accessories shown on this quotation may be purchased at the price quoted. Items are limited to the price and quantity shown.

Note: Equipment not shown on this quotation will not be included.

Note: Please compare this quotation to your required on site utility requirements and building access.

Note: Specification sheets are available upon request.

Note: This quotation is subject to acceptance within ninety (90) days from the date issued or an effective date of a price increase, whichever is earlier. Note: Unless otherwise indicated, this quotation covers equipment of standard design and does not include plumbing, electrical, ventilation or other accessories

A) Receiving, Freight Inspection, Uncrating, and Set Up are not included.

**B) Our responsibility includes factory delivery and placing of walk-in during normal business hours on the level slab provided. Any slab preparation, flashing, power/electrical connection, weather sealing to the building, anchoring, or tile work is by others. Unit has been started at factory turning on of electrical disconnect will start system. Any additional start up required will be by others.**

**Shelving Set Up is not included and provided by others. Delivery to site is included.**

\_\_\_\_\_ Freight Included and Sales Tax (if applicable) will be added on to final invoice

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

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

**First Student, Inc.  
216 West 1<sup>st</sup> St  
Wayne, NE 68787  
402-375-2887**

**Exhibit “A”-Amended**

**2021-2022 ADDENDUM TO THE NEBRASKA CITY PUBLIC SCHOOLS AGREEMENT**

Rates for the 2021-2022 school year will be as follows:

Regular Routes will be billed at **\$188,647.26** annually, (**\$18,864.73 monthly**)

Activities will be billed at **\$1.86** per mile and **\$17.29** per hour sitting time; with a minimum trip of **\$64.56**

For trips that are cancelled, without a 24-hour notice, a **\$64.56** cancelled trip fee will be charged.

Deadhead miles for additional buses brought into the district for activities will be billed at **\$1.80** per mile.

**Payment is due within three (3) business days after each monthly board meeting. If received later than the 20<sup>th</sup>, a \$50.00 late fee will be charged to your next month’s bill.**

**Nebraska City Public Schools**

**First Student, Inc.**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Dean A. Carroll, District Manager

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness