

Board of Education Regular Meeting
Monday, July 10, 2023 6:00 PM
Boardroom at Central Office
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. Reports
 - 2.1. Committee Reports
 - 2.1.1. Education and American Civics Committee
 - 2.1.2. Buildings and Grounds
 - 2.1.3. Finance
 - 2.1.4. Policy
3. New Business
 - 3.1. Policy
 - 3.1.1. Annual Policy Reviews
 - 3.1.2. Policy Revisions per State Statute and legal counsel
 - 3.1.3. Policy Adoption
 - 3.2. Designation of district representative for 2% Joint County Hearing
 - 3.3. Hayward Fire Panel
 - 3.4. Hayward Fire Protection Upgrades
 - 3.5. Water Source Heat Pump
 - 3.6. Water Treatment Plan
 - 3.7. Student Handbooks
 - 3.8. Chromebook Handbook
 - 3.9. Tax Anticipation Note Refinance
 - 3.10. Personnel
 - 3.10.1. Hiring
 - 3.10.2. Northside Principal Contract
 - 3.11. Superintendent's Report
4. Executive Session
 - 4.1. Executive Session Action Items
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.

Public Participation at Board Meetings Form
Nebraska City Public Schools Board of Education

PUBLIC COMMENTS

The purpose of “Public Participation” is for the Board of Education to hear comments from the public. Since comments are not on the published agenda the Board will not discuss and/or answer questions during “Public Comments.”

The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may only speak one time per topic and must limit comments to around five (5) minutes. In the event more than six individuals wish to address the board, the 30 minutes will be divided equally between the number of speakers. At the discretion of the Board President or Chair, speakers may be allotted additional time.

PLEASE PRINT

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Subject of Public Comment: _____

UNAPPROVED MINUTES
Board of Education Regular Meeting
Monday, June 12, 2023
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

The Nebraska City News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Friday, June 2, 2023 and on the Nebraska City Public Schools website on Monday, May 8, 2023 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. Copies of the postings from Friday, June 2, 2023 and Monday, May 8, 2023 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

Board President, Jim Nemec, called the meeting to order at 6:00 PM.

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
Brent Shanholtz: Present
Rob Elson: Present
Present: 8, Absent: 1

1.2. Pledge of Allegiance

1.3. Requests from Board Members to be Absent from this Meeting

Order #16922-Motion Passed: Motion to approve the request to be absent from this meeting from Nick Schmitz passed with a motion by Jim Nemec and a second by Don Loseke. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Fields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

1.4. Welcome to Visitors and Public

President Nemec welcomed the visitors and public to the meeting.

1.5. Approval of Agenda

Order #16923-Motion Passed: Motion to approve the agenda for June 12, 2023 passed with a motion by Lisa Chaney and a second by Kent Blum. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

1.6. Public Comment Time

No one addressed the Board during Public Comment Time.

1.7. Approval of Minutes

Order #16924-Motion Passed: Motion to approve the minutes from the Work Session and Regular Meeting on May 8, 2023 passed with a motion by Lisa Chaney and a second by Jeff Frields. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

1.9. Claims and Accounts

Order #16925-Motion Passed: Motion to approve the claims and accounts as presented passed with a motion by Brent Shanholtz and a second by Kent Blum. Brent Shanholtz reviewed the bills and found everything to be in order. Jim Nemec pointed out the bill from First Student was for April and May services combined.

General Fund: \$340,313.14; **Payroll Fund:** \$1,134,540.25; **Payroll Benefits Fund:** \$200,187.54; **School Nutrition Fund:** \$113,685.55; **Building Fund:** \$4,444.37; **QCPUF Fund:** \$415.04; **Depreciation Fund:** \$6,236.00

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

1.10. Financial Report

Order #16926-Motion Passed: Motion to approve the financial report as presented passed with a motion by Jim Nemec and a second by Kent Blum. The current balance in the treasury being \$3,105,598.14 (Balance does include \$1,750,000.00 borrowed from TANS). President Nemec gave a review of the financial reports with some comparisons to where the accounts were at this time last year. In addition, he looked toward projections for the end of the fiscal year and its impact on the debt reduction plan.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Fields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

2.0. Committee Reports

2.1. Education, Americanism and Civics Committee

Stacie Higgins reported that Kate Sherwin gave an update on the curriculum adoption progress and the plan for implementation and training of staff. The staff is very positive about the upcoming opportunities.

2.2. Building and Grounds Committee Finance Committee

Jeff Fields shared about the progress of work at the high school athletic complex, especially around the concessions area. There was discussion regarding upcoming items on the agenda. Jenny Gawart shared progress on the extensive summer maintenance list including landscaping. There is an issue with the heat exchanger on the HW cooling tower that they are addressing.

2.3. Finance Committee

Brent Shanholtz reported the committee reviewed the financial reports and how the projections will impact the end of the school year and the debt reduction plan. A six-month CD has matured. There was discussion regarding upcoming items on the agenda.

2.4. Policy Committee

The committee reviewed policies as listed on the policy review cycle. KSB law office is offering information and guidance on all of the many legislative changes that will have an effect on the district and district policy.

3.0. Business

3.1. Policy Review

The Policy Committee and Administration recommended the Board of Education review the following policies as outlined in the policy review cycle:

Policy 4002-Drug Free Workplace
Policy 4004-Employment of Relatives, Domestic Partners and Significant Others
Policy 4006-Insurance
Policy 4007-Personnel Records
Policy 4009-Restrictions on Employees Receiving Gratuities
Policy 4022-Certification and Endorsements
Policy 4032-Professional Growth
Policy 4034-Staff Handbook

3.2. Interfund Transfer

Order #16927-Motion Passed: Motion to approve the transfer of \$225,257.18 from the Building Fund to the Depreciation Fund passed with a motion by Kent Blum and a second by Jeff Fields. No discussion.

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

Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.3. Employee Handbooks

3.3.1. Classified Handbook

Order #16928-Motion Passed: Motion to approve the Classified Staff Handbook for the 2023-2024 school year passed with a motion by Jim Nemec and a second by Don Loseke. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Fields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.3.1. Certified Handbook

Order #16929-Motion Passed: Motion to approve the Certified Staff Handbook for the 2023-2024 school year passed with a motion by Kent Blum and a second by Stacie Higgins. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Fields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.4. Designate Federal Funds

Order #16930-Motion Passed: Motion to approve Mark Fritch as the District Representative to receive Federal Funds for the 2023-2024 school year passed with a motion by Jim Nemec and a second by Stacie Higgins. This needs to be approved annually for federal reimbursements.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Fields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.5. Supplemental Rates

Order #16931-Motion Passed: Motion to approve the supplemental rates as presented for 2023-2024 passed with a motion by Lisa Chaney and a second by Kent Blum. No discussion.

Kent Blum: Abstain
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Abstain
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 6, Nay: 0, Abstain: 2, Absent: 1

3.6. Nebraska City Recreation Agency Joint Resolution

Order #16932-Motion Passed: Motion to approve Resolution No. 2937-23: Joint Resolution of the City of Nebraska City, Nebraska and the Nebraska City Public Schools to terminate the Nebraska City Recreation Agency passed with a motion by Kent Blum and a second by Lisa Chaney. Kent Blum shared that any remaining or future funding will be earmarked for the purpose of this agency.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.7. HS Athletic Complex Outdoor Concrete Work

Order #16933-Motion Passed: Motion to approve the bid from Miracle Mudjacking to repair the concrete by mudjacking at the high school athletic complex passed with a motion by Jim Nemec and a second by Stacie Higgins. Jim Nemec shared that Miracle Mudjacking has successfully completed projects for the district in the past and is also able to replace concrete as expected, if needed.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

Order #16934-Motion Passed: Motion to approve the possible replacement of concrete at the high school athletic complex for an additional \$4,600 dollars and not to exceed \$30,000 dollars for the entire project passed with a motion by Jim Nemec and a second by Jeff Frields. This action will allow for project completion if there is a need for concrete replacement.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea

Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.8. Fire Safety RFP

Order #16935-Motion Passed: Motion to approve the bid from Ahern for the 2023/24, 2024/25 and 2025/26 school years fire safety contract passed with a motion by Stacie Higgins and a second by Lisa Chaney. Superintendent Fritch shared that Ahern will subcontract the ansul hood inspections for a higher cost, but overall, submitted the most favorable proposal.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.9. Lunchroom Equipment

Order #16936-Motion Passed: Motion to approve the quote from Central Restaurant for the purchases of food services equipment passed with a motion by Jim Nemec and a second by Jeff Frields. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.10. 2023-2024 Athletic Budget

Order #16937-Motion Passed: Motion to approve the 2023-2024 athletic budget as explained and proposed passed with a motion by Stacie Higgins and a second by Rob Elson. Superintendent Fritch and Business Manager, Brenda Wieckhorst answered questions regarding the athletic budget and how it pertains to all activity account budgets and balances.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.11. Foreign Exchange Student

Order #16938-Motion Passed: Motion to approve the foreign exchange student application from Alma Widen of Vienna, Austria who will be hosted by the Caulson family for the 2023-2024 school year passed with a motion by Kent Blum and a second by Stacie Higgins. Principal Hoover gave a favorable recommendation for this application.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.12. Personnel

3.12.1. Order #16939-Motion Passed: Motion to approve the letter of resignation from Brent Gaswick, Northside Principal and thank him for his service to the district passed with a motion by Jim Nemec and a second by Don Loseke. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.12.2. Order #16940-Motion Passed: Motion to approve the hiring of Chelsey Cozad, Preschool Teacher; John Stidd, 5th Grade Teacher; Tammy Lee, Kindergarten Teacher and Jeremy Bittner, High School Science Teacher for the 2023-2024 school year passed with a motion by Stacie Higgins and a second by Lisa Chaney. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

3.13. Superintendent's Report

Mr. Fritch shared about upcoming NASB events and Administrator Days in July. He is preparing to give an update on the TAN resolution. The board set a Bi-Annual board retreat for Monday, July 24 at 5:00 PM to review and revisit board goals and guiding principles as well as complete an NASB board assessment. A budget workshop and year end special board meeting is scheduled for August 28. Interviews for the Northside Principal position will begin as soon as possible. Onboarding of new staff has begun and is scheduled to continue throughout the summer. Twenty-nine unfunded mandates have come from recent legislation.

4.0. Adjournment

Order #16941-Motion Passed: Motion to adjourn at 7:15 PM Passed with a motion by Kent Blum and a second by Jeff Frields. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Absent
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 8, Nay: 0, Absent: 1

Submitted by:
Mark Fritch, Secretary

DRAFT

NEWS-PRESS
109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

The State of Nebraska, } SS.
County of Otoe,

NOTICE OF MEETING
OTOE COUNTY SCHOOL
DISTRICT 111
IN THE STATE OF NE-
BRASKA

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 12, 2023
at Central Office, 1700 14th
Avenue, Nebraska City, Ne-
braska, in the Boardroom, which
meeting will be open to the pub-
lic. 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 Nebraska City
News Press June 2, 2023.
#1097660 ZNEZ

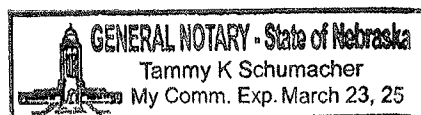
Kirt Manion...being first duly sworn, says that he is
Editor for the NEWS-PRESS, a legal newspaper which is published
and is in general circulation in Otoe County, Nebraska, and is printed
Bi-weekly at its office in Nebraska City, Nebraska; that said
newspaper has been so published for more than fifty-two consecutive
weeks prior to the publication of the annexed notice, and has a bona
fide circulation of more than three hundred copies each issue.
That to affiant's personal knowledge the annexed
notice was published in said newspaper 1 consecutive
weeks, beginning with the issue of June 2, 2023,
and in every subsequent issue of said newspaper up to
and including the issue of June 2, 2023

Publisher's fee at legal rate is \$. 12.⁶⁵

Subscribed and sworn to before me this 5th Day of

June, 2023

Tammy K Schumacher
Notary Public





NOTICE OF REGULAR MEETING - JUNE 12, 2023

Carla Zaroban

MAY 08, 2023

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 12, 2023 at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Jun-23

Vendor Name	Description	Check
		Total
Checking Account ID	08 Fund Number	08 Building Fund
ARBOR BANK	LOAN PAYMENT	4,444.37
Fund Number	08	<u>4,444.37</u>
Checking Account ID	08	<u>4,444.37</u>
Checking Account ID	1 Fund Number	01 General Fund
ACCO BRANDS USA LLC	COOP SUPPLIES	408.57
ACTIVITY FUND	PIONEER PRINTING	93.00
AGTAC SERVICES, LLC	CUSTODIAL SERVICES	27,460.42
AMAZON CAPITAL SERVICES	PROJECT AWARE SUPPLIES	2,841.50
AMERICAN RECYCLING & SANITATION	TRASH SERVICE	2,319.83
APPLE INC.	IPADS NS CLUBS	9,623.75
ARBOR MART	FUEL CHARGES	100.42
BENEFIEL TRUCK REPAIR	VEHICLE TOWING	280.83
BLICK ART MATERIALS	COOP SUPPLIES	669.49
CAPITAL BUSINESS SYSTEMS	FAX SERVICE	81.99
CAPITAL BUSINESS SYSTEMS	COPIER LEASE	1,892.24
CAPITAL ONE	VARIOUS CHARGES	299.31
CARD SERVICES	VARIOUS CHARGES	395.86
CHERRY ROAD MEDIA	ADVERTISING	149.62
CONCRETE INDUSTRIES, INC.	CONCRETE AT NS	208.38
CURRICULUM ASSOCIATES, LLC	BRIGANCE	115.36
DAS STATE ACCOUNTING - CENTRAL	DISTANCE LEARNING	238.13
DIETZE MUSIC	REPAIRS	81.00
EGAN SUPPLY CO.	COOP SUPPLIES	61.28
ESU #4	CONTRACTED SERVICES	14,836.96
ESU #6	ELC WORKSHOP	15.00
FACILITY ADVOCATES	HW COOLING TOWER	351.00
FAREWAY STORES	BOARD SNACKS	42.02
FIRST CLASS FLOWERS	YEARS OF SERVICE	10.00
FOLLETT SCHOOL SOLUTIONS	HW BOOKS	539.87
JENNA HENRICHS	CONTRACTED SERVICES	1,011.06

JOHNSON CONTROLS FIRE PROTECTION LP	HW FIRE PANEL	928.24
JUDY GOERING	CLUB SUPPLIES	60.92
KIMMEL ORCHARD	SUMMER CLUBS	70.00
KSB SCHOOL LAW, PC, LLO	LEGAL SERVICES	1,130.00
LARSON MOTORS INC.	VEHICLE REPAIRS	137.00
MADISON NATIONAL LIFE	JUNE 2023 CLASSIFIED LTD	426.74
MADSEN ELECTRIC	ELECTRICAL REPAIRS	383.74
MATHESON TRI-GAS INC.	BOTTLE RENTAL	46.79
MENARDS SOUTH	HS CONCESSION STAND	59.99
MULLENAX AUTO SUPPLY	UNIT BELT	115.61
n2y, LLC	ANNUAL RENEWAL	1,574.95
NASB	CONFERENCE REGISTRATIONS	237.00
NCSA	BUDGET/LEGISLATIVE ISSUES	430.00
NCSPEARSON	STUDENT SERVICES SUPPLIES	258.64
NEBRASKA CITY UTILITIES	UTILITIES	41,339.72
NEBRASKA UC FUND	UNEMPLOYMENT	6,643.00
O'REILLY AUTO PARTS	VEHICLE REPAIRS	496.42
ONE SOURCE	BACKGROUND CHECKS	195.00
PAPER 101	COOP PAPER	3,007.83
PAPER TIGER SHREDDING, INC.	SHREDDING SERVICE	336.56
PAYROLL ACCOUNT-NC PUBLIC SCH	JUNE 2023 PAYROLL	1,123,428.38
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE LEASE	828.18
PRAIRIE MECHANICAL CORPORATION	REPAIRS	2,065.84
PURCHASE POWER	POSTAGE	2,015.00
REGION V SERVICES	CONTRACTED SERVICES	318.50
RIVER VIEW PEST CONTROL, INC.	PEST CONTROL	350.00
SCHOOL HEALTH CORP.	COOP SUPPLIES	328.64
SCHOOL SPECIALTY, LLC	COOP SUPPLIES	768.45
TEACHER INNOVATIONS, INC.	PLANBOOK RENEWAL	960.00
TK ELEVATOR CORPORATION	SERVICE CONTRACT	905.33
TRACTOR SUPPLY CREDIT PLAN	WEED CONTROL	171.98
TREE ADVENTURE	HW SUMMER CLUBS	118.00
TREE WORX	TREE REMOVAL	1,400.00
TRI-STATE RENTAL	AUGER RENTAL	360.00
VERIZON WIRELESS	CELL PHONE	705.63

VOSS LIGHTING		LIGHT BULBS		1,007.30
VOYAGER FLEET SYSTEMS		FUEL CHARGES		2,834.12
WESTLAKE ACE HARDWARE		MISC CHARGES		1,059.43
WEX BANK		FUEL CHARGES		758.59
WINDSTREAM		PHONE		2,361.08
Fund Number	01			<u>1,264,749.49</u>
Checking Account ID	1			<u>1,264,749.49</u>
Checking Account ID	10	Fund Number	10	<u>Cooperative Fund</u>
SMARTSIGN		ASSET TAGS		609.20
Fund Number	10			<u>609.20</u>
Checking Account ID	10			<u>609.20</u>
Checking Account ID	2	Fund Number	01	<u>General Fund</u>
AMERICAN FIDELITY		JUNE SUPPLEMENT LIFE		2,288.58
BLUE CROSS BLUE SHIELD		JUNE HEALTH & DENTAL INS		192,438.28
MADISON NATIONAL LIFE		JUNE 2023 LIFE INS		1,605.70
VSP, INC		JUNE 2023 VISION INS		1,678.52
Fund Number	01			<u>198,011.08</u>
Checking Account ID	2			<u>198,011.08</u>
Checking Account ID	6	Fund Number	06	<u>Nutrition Services</u>
GOODWIN TUCKER		DISHWASHER REPAIRS		568.80
LUNCHTIME SOLUTIONS, INC.		SUMMER FOOD PROGRAM		2,398.28
Fund Number	06			<u>2,967.08</u>
Checking Account ID	6			<u>2,967.08</u>

Nebraska City Public Schools
June 2023
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 approved General Fund levy for 2022-23 1.040666

Balance Forward	4,133,097.43
Revenue	1,887,162.64
Expenses	<u>1,264,749.49</u>
Balance	4,755,510.58

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 approved Building Fund levy for 2022-23 .013523

Balance Forward	337,220.90
Revenue	90,735.13
Expenses	<u>229,701.55</u>
Balance	198,254.48

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 approved QCPUF levy for 2022-23 .030000

Balance Forward	258,543.13
Revenue	37,268.57
Expenses	<u>0.00</u>
Balance	295,811.70

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	80,042.97
Revenue	13.16
Expenses	<u>609.20</u>
Balance	79,446.93

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	1,481,191.10
Revenue	225,520.93
Expenses	<u>0.00</u>
Balance	1,706,712.03

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	475,530.97
Revenue	48,797.50
Expenses	<u>2,967.08</u>
Balance	521,361.39

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	34,540.13
Revenue	1,124,924.43
Expenses	<u>1,123,428.38</u>
Balance	36,036.18

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	31,504.65
Revenue	4,878.20
Expenses	<u>4,875.53</u>
Balance	31,507.32

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	231,711.11
Revenue	5.99
Expenses	<u>0.00</u>
Balance	231,717.10

Bond Fund

The Bond Fund shall be used to record tax receipts, investment interest, and the payment of bond principal, interest, and other related costs (i.e., trustee fees). If the fund balance is not sufficient to meet interest or bond retirement payments from the Bond Fund, the General Fund shall be used for these payments. Revenue from a levy to retire bonds in any school district is retained in a separate fund by the county treasurer, the financial institution serving as a fiscal agent, or the school district. Funds shall be disbursed upon appropriate demand. All records of the transactions in this area shall be maintained in this fund. Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project. The Bond Fund is a taxing fund and is not part of the \$1.05 cap. The tax levy for this fund is restricted for expenditures other than principal and interest on bonds. Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project. The approved Bond Fund levy for 2022-23 .156095

Balance Forward	2,062,652.50
Revenue	171,697.24
Expenses	<u>0.00</u>
Balance	2,234,349.74

NEBRASKA CITY PUBLIC SCHOOLS 66-0111							22-23	21-22
GENERAL FUND MONTHLY FINANCIAL REPORT			REC'D MONTH	REC'D THRU:	REC'D THRU		% OF BUDGET TO	% OF BUDGET TO
	RECEIPTS:	BUDGETED	JUNE	6/30/2023	6/30/22	DIFFERENCE	BE RECEIVED	BE RECEIVED
	LOCAL PROPERTY TAXES	9,925,000.00	1,064,288.39	9,416,468.22	9,637,078.61	-220,610.39	5.12%	
	CARLINE TAX	11,000.00	6,469.38	9,576.23	12,031.87	-2,455.64	12.94%	
	IN LIEU OF TAX, 5% GROSS	5,500.00		7,672.72	7,380.57	292.15	-39.50%	
	MOTOR VEHICLE TAX	825,000.00	75,748.01	691,180.57	689,288.94	1,891.63	16.22%	
	PENALTIES AND INTEREST ON TAXES	0.00						
	TUITION FROM OTHER DISTRICTS-SPED	0.00				0.00		
	LOCAL LICENSE FEES, CITY	6,250.00		1,385.00	4,456.76	-3,071.76	77.84%	
	RENTAL OF SCHOOL FACILITIES	1,750.00		30.00	1,887.50	-1,857.50	98.29%	
	OTHER LOCAL REVENUE	0.00		1,367.54	15,713.20	-14,345.66		
	COUNTY FINES & LICENSE FEES	148,000.00	16,430.08	127,460.87	131,261.97	-3,801.10	13.88%	
	ESU RECEIPTS					0.00		
	OTHER COUNTY SOURCES	0.00				0.00		
	STATE AID	4,654,070.00	447,851.00	4,654,065.00	4,578,299.00	75,766.00	0.00%	
	SPECIAL EDUCATION PROGRAM	1,200,000.00	173,317.00	1,123,399.00	1,198,807.00	-75,408.00	6.38%	
	SPECIAL EDUCATION TRANSP.	25,000.00			25,941.00	-25,941.00	100.00%	
	HOMESTEAD EXEMPTION	270,000.00	49,420.72	197,682.88	195,851.64	1,831.24	26.78%	
	RELIEF TO PROPERTY TAXPAYERS	600,000.00		573,727.25	570,842.97	2,884.28	4.38%	
	PERSONAL PROPERTY TAX CREDIT	0.00		350.09		350.09		
	RAILROAD CREDIT					0.00		
	HIGH ABILITY LEARNERS	9,000.00		8,378.00	9,192.00	-814.00	6.91%	
	RULE 4 TEXTBOOK LOAN	9,000.00		3,714.02	9,033.41	-5,319.39	58.73%	
	PRO-RATE MOTOR VEHICLE	17,500.00		20,360.02	20,726.15	-366.13	-16.34%	
	STATE APPORTIONMENT	190,000.00		272,046.43	196,688.18	75,358.25	-43.18%	
	IN LIEU OF SCHOOL LAND TAX	3,000.00			77.57	-77.57	100.00%	
11,451.00	STATE EARLY CHILDHOOD	76,276.00	7,099.00	56,799.00	72,503.00	-15,704.00	25.53%	
18,806.21	PROJECT AWARE	259,000.00	8,402.26	155,195.25	25,849.04	129,346.21	40.08%	
55,040.00	TITLE I	340,000.00		268,474.00	284,776.00	-16,302.00	21.04%	
	TITLE I, PART A NCLB IMPROV BASIC PRGM					0.00		
1,036.00	TITLE II PART A	55,000.00		11,546.00	67,876.00	-56,330.00	79.01%	
43,864.00	IDEA BASE	350,000.00		253,660.00	378,052.00	-124,392.00	27.53%	
855.00	IDEA PRESCHOOL BASE	8,218.00		8,929.00	6,556.00	2,373.00	-8.65%	
	IDEA NON PUBLIC	25,561.00		27,120.00	28,612.00	-1,492.00	-6.10%	
	IDEA PRESCHOOL BASE-ARP			4,494.00	764.00	3,730.00		
	IDEA BASE-ARP			8,920.00	27,782.00	-18,862.00		
	IDEA NON PUBLIC -ARP				604.00	-604.00		
	MEDICAID IN PUBLIC SCHOOLS					0.00		
	MAAPS RECEIPTS	35,000.00	8,488.13	55,414.06	42,649.23	12,764.83	-58.33%	
6,750.00	HOMELESS GRANT							
	ESSERS/CARES GRANT					0.00		
95,575.00	ESSERS II	412,222.00		219,563.00	273,495.00	-53,932.00	46.74%	
78,022.00	ESSERS III	1,000,512.00		773,045.00	450,481.00	322,564.00	22.74%	
	N-SPDG GRANT					0.00		
7,547.00	TITLE IV, PART B, NCLB 21ST CENTURY	225,000.00	23,441.00	153,182.00	172,456.00	-19,274.00	31.92%	
24,839.00	SUMMER CLUB EXTENSION (6989)			29,977.00				
9,753.00	CLUBS EXTENSION (6988)		5,723.00	31,221.00				
	LONG TERM LOAN-LOC	0.00				0.00		
	TAX ANTICIPATION NOTES	1,450,000.00					100.00%	
	SALE OF BONDS				10,188.94	-10,188.94		
	TRANSFERS FROM FUNDS					0.00		
	OTHER NON-REVENUE RECEIPTS			4.71	887.77	-883.06		
	TOTAL WITHOUT INTERCOMPANY RECEIPT	22,136,859.00	1,886,677.97	19,166,407.86	19,148,090.32	18,317.54	12.50%	14.91%
	NON PROGRAM RECEIPTS			200,000.00		Does not include TANS		
353,538.21	GRAND TOTAL	22,136,859.00	1,886,677.97	19,366,407.86	19,148,090.32			

			DISB. MONTH	DISB. THRU:	DISB. THRU:		% OF BUDGET TO	% OF BUDGET TO
	DISBURSEMENTS:	BUDGETED	JUNE	6/30/2023	6/30/2022	DIFFERENCE	BE SPENT	BE SPENT
1100	INSTRUCTION	5,952,815.00	411,887.16	4,212,384.51	4,253,352.51	(40,968.00)	29.24%	
1115	CAREER ACADEMY	119,600.00	8,909.22	89,216.20	99,426.45	(10,210.25)	25.40%	
1150	ELL	353,675.00	23,606.91	279,853.00	276,563.58	3,289.42	20.87%	
1160	POVERTY	2,119,005.00	165,210.56	1,734,682.42	1,891,594.98	(156,912.56)	18.14%	
1190	PRESCHOOL LOCAL FUNDS	170,100.00	11,469.64	121,070.84	130,522.61	(9,451.77)	28.82%	
1200	SPECIAL EDUCATION	2,712,000.00	182,834.60	2,051,134.99	1,988,384.03	62,750.96	24.37%	
1300	DRIVER'S ED/SUMMER SCHOOL	20,455.00	5,324.90	5,324.90	641.11	4,683.79	73.97%	
2120	GUIDANCE	189,975.00	15,389.20	153,077.84	150,267.85	2,809.99	19.42%	
2130	HEALTH/NURSE	97,725.00	7,584.30	80,921.64	77,742.07	3,179.57	17.19%	
2140	PSYCHOLOGY	278,900.00	12,141.88	131,900.70	167,363.83	(35,463.13)	52.71%	
2150	SPEECH/AUDIOLOGY	221,400.00	8,669.18	242,021.50	135,937.10	106,084.40	-9.31%	
2160	OCCUPATIONAL THERAPY	400.00	0.00	45.03	26,711.53	(26,666.50)	88.74%	
2170	PHYSICAL THERAPY	10,200.00	1,011.06	30,721.63	2,729.86	27,991.77	-201.19%	
2180	VISION	600.00	0.00	37,310.00	157.50	37,152.50	-6118.33%	
2190	OTHER SUPPORT SERVICES	90,000.00		18,171.87	15,862.64	2,309.23	79.81%	
2212	CURRICULUM DIRECTOR	35,100.00	3,306.35	34,013.87	62,216.52	(28,202.65)	3.09%	
2214	STANDARDS DIRECTOR	1,500.00		816.28	62,376.31	(61,560.03)	45.58%	
2220	LIBRARY	201,500.00	15,637.30	159,359.86	155,983.88	3,375.98	20.91%	
2290	EARLY RETIREMENT	43,125.00		43,109.20	143,814.00	(100,704.80)	0.04%	
2310	SCHOOL BOARD	112,000.00	1,676.59	61,346.68	58,159.23	3,187.45	45.23%	
2320	SUPERINTENDENT	302,475.00	24,707.86	249,750.90	224,022.23	25,728.67	17.43%	
2410	PRINCIPALS	949,150.00	76,869.87	784,281.12	801,732.69	(17,451.57)	17.37%	
2510	BUSINESS OFFICE	214,525.00	18,191.66	199,670.10	196,570.50	3,099.60	6.92%	
2520	VEHICLE ACQUISITION	0.00				-	0.00%	
2580	TECHNOLOGY	213,400.00	5,280.78	115,213.18	138,257.10	(23,043.92)	46.01%	
2610	PLANT OPERATION	1,094,500.00	71,806.53	922,642.61	975,651.20	(53,008.59)	15.70%	
2620	MAINTENANCE	1,312,585.00	45,562.89	512,754.34	458,462.22	54,292.12	60.94%	
2700	PUPIL TRANSPORTATION	394,400.00	5,978.97	398,625.87	334,506.06	64,119.81	-1.07%	
3535	HIGH ABILITY LEARNERS	5,550.00	402.13	4,099.21	4,401.73	(302.52)	26.14%	
3540	STATE EARLY CHILDHOOD	86,985.00	7,100.56	71,367.50	67,065.06	4,302.44	17.95%	
3590	PROJECT AWARE	246,644.00	10,220.95	115,716.21	61,840.53	53,875.68	53.08%	
3599	TEXTBOOK LOAN	20,000.00		3,537.17	8,577.22	(5,040.05)	82.31%	
5000	DEBT SERVICES	2,158,000.00	0.00	767,855.56	958,731.25	(190,875.69)	64.42%	
6200	TITLE I	326,975.00	27,521.34	277,144.40	267,078.04	10,066.36	15.24%	
6310	TITLE II PART A	79,580.00	802.79	11,429.77	53,042.05	(41,612.28)	85.64%	
6406	IDEA PART B PRESCHOOL	8,218.00		9,785.80	7,967.40	1,818.40	-19.08%	
6408	IDEA BASE/ENROLLMENT/POVERTY	338,869.00	19,471.69	292,927.67	318,869.19	(25,941.52)	13.56%	
6412	NON-PUBLIC SPED	25,561.00		27,123.32	34,707.53	(7,584.21)	-6.11%	
6422	IDEA PRESCHOOL-ARP	0.00		2,805.00	1,411.90	1,393.10		
6421	IDEA BASE-ARP	0.00		860.00	55,324.05	(54,464.05)		
6423	IDEA NON PUBLIC -ARP	0.00			5,769.06	(5,769.06)		
6700	PERKINS	0.00	380.00	380.00	260.00	120.00		
6968	TITLE IV, PART B, NCLB 21ST CENTURY	185,755.00	7,981.78	161,939.86	151,021.87	10,917.99	12.82%	
6988	EXTENDED CLUBS	25,000.00	5,077.33	16,078.46	-	16,078.46	35.69%	
6989	SUMMER CLUBS	40,000.00	23,235.89	30,992.77	15,753.72	15,239.05	22.52%	
6994	HOMELESS GRANT		0.00	6,750.00				
6996	ESSERS/CARES GRANT	0.00			8,859.28	(8,859.28)		
6997	ESSERS II	368,012.00		291,371.60	296,423.83	(5,052.23)	20.83%	
6998	ESSERS III	1,000,512.00	39,012.95	775,500.58	776,065.31	(564.73)	22.49%	
	SUBTOTAL	22,126,771.00	1,264,264.82	15,537,085.96	15,922,178.61	-391,842.65	23.99%	25.51%
	TRANSFER TO FUND			200,000.00		Does NOT include TANS		
	TOTAL DISBURSEMENTS:	22,126,771.00	1,264,264.82	15,737,085.96	15,922,178.61			

	Balance on hand District Treasury 8-31-22	-447,100.81						
	Receipts through: 8-31-2023	19,366,407.86						
	TOTAL BALANCE & RECEIPTS	18,919,307.05						
	Outstanding warrants 8-31-2022	174,163.94						
	Warrants issued through: 8-31-2023	15,337,085.96						
	TOTAL WARRANTS	15,511,249.90						
	BALANCE	3,408,057.15						
	Balance in District Treasury	3,565,171.64 *						
	Outstanding warrants	159,661.06						
	Voided checks	2,546.57						
	BALANCE	3,408,057.15						

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2023 - 06/2023

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund
Balance Account 146 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 0001	VARSITY FOOTBALL BALANCE	(5,721.79)	0.00	0.00	0.00	(5,721.79)
05 704 0003	7-8 FOOTBALL BALANCE	(3,075.39)	0.00	0.00	0.00	(3,075.39)
05 704 0004	VARSITY BBB BALANCE	1,401.99	0.00	0.00	0.00	1,401.99
05 704 0005	9TH BBB BALANCE	(225.00)	0.00	0.00	0.00	(225.00)
05 704 0006	7-8 GBB BALANCE	(181.00)	0.00	0.00	0.00	(181.00)
05 704 0007	7-8 BBB BALANCE	414.55	0.00	0.00	0.00	414.55
05 704 0008	VARSITY B TRACK BALANCE	(1,235.86)	1,769.35	0.00	0.00	(3,005.21)
05 704 0009	NC INVITATIONAL TRACK BALANCE	4,523.31	0.00	175.00	0.00	4,698.31
05 704 0010	TRAVELING GIRLS BB BALANCE	4,217.90	0.00	0.00	0.00	4,217.90
05 704 0011	7-8 TRACK BALANCE	432.00	0.00	0.00	0.00	432.00
05 704 0012	VARSITY WRESTLING BALANCE	(510.26)	0.00	320.00	0.00	(190.26)
05 704 0013	7-8 WRESTLING BALANCE	23.33	0.00	175.00	0.00	198.33
05 704 0014	CROSS COUNTRY BALANCE	(5,301.69)	0.00	300.00	0.00	(5,001.69)
05 704 0015	VARSITY GIRLS TRACK BALANCE	(1,421.33)	600.00	0.00	0.00	(2,021.33)
05 704 0016	VARSITY GBB BALANCE	(1,216.05)	0.00	0.00	0.00	(1,216.05)
05 704 0018	VARSITY VOLLEYBALL BALANCE	(1,631.55)	0.00	0.00	0.00	(1,631.55)
05 704 0020	7-8 VOLLEYBALL BALANCE	(141.25)	0.00	0.00	0.00	(141.25)
05 704 0021	BOYS TENNIS BALANCE	(296.73)	0.00	0.00	0.00	(296.73)
05 704 0022	GIRLS TENNIS BALANCE	(406.72)	0.00	1,800.00	0.00	1,393.28
05 704 0023	UNIFIED ACTIVITIES	0.00	0.00	250.00	0.00	250.00
05 704 0024	GOLF BALANCE	(665.59)	436.94	4,710.00	0.00	3,607.47
05 704 0025	FFA BALANCE	14,309.35	357.72	0.00	0.00	13,951.63
05 704 0026	FCCLA BALANCE	(3,999.51)	1,398.70	0.00	0.00	(5,398.21)
05 704 0027	PIONNER YOUTH BOYS BASKETBALL BALANCE	3,773.69	0.00	0.00	0.00	3,773.69
05 704 0028	NS BOOK FUND BALANCE	(1,125.21)	0.00	0.00	0.00	(1,125.21)
05 704 0029	SINGERS BALANCE	597.97	0.00	0.00	0.00	597.97
05 704 0030	MUSICAL BALANCE	8,078.53	0.00	0.00	0.00	8,078.53
05 704 0031	DECA BALANCE	(42.84)	0.00	55.00	0.00	12.16
05 704 0032	MS CONCESSIONS BALANCE	1,232.07	0.00	0.00	0.00	1,232.07
05 704 0033	FBLA BALANCE	2,230.00	0.00	55.00	0.00	2,285.00
05 704 0034	HS POP MONEY BALANCE	14.16	0.00	0.00	0.00	14.16
05 704 0035	MS POP BALANCE	1,924.07	0.00	0.00	0.00	1,924.07
05 704 0036	HS BAND RESALE BALANCE	1,028.58	0.00	0.00	0.00	1,028.58
05 704 0037	MS BAND RESALE BALANCE	1,913.30	0.00	20.00	0.00	1,933.30
05 704 0038	MS WRESTLING CLUB BALANCE	3,096.41	0.00	0.00	0.00	3,096.41
05 704 0039	PIONEER FOOTBALL BALANCE	5,157.14	0.00	0.00	0.00	5,157.14

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2023 - 06/2023

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund
Balance Account 146 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 0040	WEIGHTLIFTING BALANCE	226.95	0.00	0.00	0.00	226.95
05 704 0041	MS TRACK CLUB BALANCE	458.77	0.00	0.00	0.00	458.77
05 704 0042	CHILDRENS CHOIR BALANCE	275.71	0.00	0.00	0.00	275.71
05 704 0043	HW BOOK FUND BALANCE	1,502.44	0.00	0.00	0.00	1,502.44
05 704 0044	WRESTLING MATMAIDS BALANCE	322.14	0.00	0.00	0.00	322.14
05 704 0045	CHEERLEADERS BALANCE	1,525.43	175.00	701.00	0.00	2,051.43
05 704 0046	CLASS OF 2023 BALANCE	957.95	0.00	0.00	0.00	957.95
05 704 0048	SPEECH CONTEST BALANCE	3,016.03	0.00	0.00	0.00	3,016.03
05 704 0049	DRAMA ACTIVITY BALANCE	1,995.35	0.00	0.00	0.00	1,995.35
05 704 0050	MS STUDENT COUNCIL BALANCE	12,666.21	460.99	0.00	0.00	12,205.22
05 704 0051	HS STUDENT COUNCIL BALANCE	2,724.89	0.00	0.00	0.00	2,724.89
05 704 0052	JOURNALISM BALANCE	9,168.55	0.00	0.00	0.00	9,168.55
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	1,545.81	0.00	0.00	0.00	1,545.81
05 704 0055	CONSTRUCTION CLASS BALANCE	2.91	0.00	0.00	0.00	2.91
05 704 0056	NATIONAL HONOR SOCIETY BALANCE	(71.33)	0.00	0.00	0.00	(71.33)
05 704 0057	DISTRICT ACTIVITY FUND BALANCE	5,042.26	2,115.00	0.00	0.00	2,927.26
05 704 0058	HS BAND ACTIVITY BALANCE	413.25	0.00	0.00	0.00	413.25
05 704 0059	6TH GRADE BAND BALANCE	(985.68)	0.00	0.00	0.00	(985.68)
05 704 0060	HS BOOK SALES BALANCE	4,301.27	0.00	0.00	0.00	4,301.27
05 704 0061	HS SCIENCE GRANT BALANCE	2.02	0.00	0.00	0.00	2.02
05 704 0062	HS QUIZ BOWL BALANCE	(100.00)	0.00	0.00	0.00	(100.00)
05 704 0063	MS QUIZ BOWL BALANCE	(362.00)	0.00	0.00	0.00	(362.00)
05 704 0064	HS SCIENCE CLUB BALANCE	753.17	0.00	0.00	0.00	753.17
05 704 0065	HS COLOR GUARD BALANCE	456.97	0.00	0.00	0.00	456.97
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	13,323.54	644.76	3,616.00	0.00	16,294.78
05 704 0069	PRECORDERS BALANCE	27.90	0.00	0.00	0.00	27.90
05 704 0070	VARSITY CLUB BALANCE	7,846.64	0.00	0.00	0.00	7,846.64
05 704 0071	WELLNESS BALANCE	18.96	0.00	0.00	0.00	18.96
05 704 0072	DRIVER EDUCATION BALANCE	20,761.99	0.00	300.00	0.00	21,061.99
05 704 0073	MS SHOP ACTIVITY BALANCE	1,843.03	0.00	0.00	0.00	1,843.03
05 704 0076	GOLF INVITE BALANCE	(35.00)	0.00	0.00	0.00	(35.00)
05 704 0077	HS PRIDE BALANCE	500.00	0.00	0.00	0.00	500.00
05 704 0078	HS WRESTLING FUNDRAISER	1,823.00	52.00	0.00	0.00	1,771.00

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2023 - 06/2023

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund Balance Account 146 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 0079	HORTICULTURE BALANCE	603.27	0.00	0.00	0.00	603.27
05 704 0080	BOYS COOP TENNIS BALANCE	750.00	0.00	0.00	0.00	750.00
05 704 0082	MS PRIDE BALANCE	862.83	0.00	0.00	0.00	862.83
05 704 0083	ATHLETIC TRAINER SUPPLIES BALANCE	0.00	894.49	0.00	0.00	(894.49)
05 704 0085	HW PURPLE JAM BALANCE	500.32	0.00	0.00	0.00	500.32
05 704 0086	SUMMER SB LEAGUE BALANCE	(16.75)	0.00	0.00	0.00	(16.75)
05 704 0087	HAYWARD FUNDRAISER BALANCE	3,503.80	13.88	98.30	0.00	3,588.22
05 704 0088	MS BOOK SALES BALANCE	(828.93)	0.00	61.00	0.00	(767.93)
05 704 0090	VOLLEYBALL CLUB BALANCE	3,173.99	0.00	0.00	0.00	3,173.99
05 704 0091	GIRLS SOCCER CLUB BALANCE	919.95	0.00	1,172.00	0.00	2,091.95
05 704 0092	CLASS OF 2024 BALANCE	689.28	0.00	0.00	0.00	689.28
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	583.93	0.00	0.00	0.00	583.93
05 704 0097	NS FUNDRAISER BALANCE	(2,257.01)	155.16	5,418.26	0.00	3,006.09
05 704 0098	BBB SUMMER LEAGUE BALANCE	4,508.47	0.00	950.00	0.00	5,458.47
05 704 0099	DISTRICT WELLNESS BALANCE	11,793.99	0.00	0.00	0.00	11,793.99
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 0103	DISTRICT II MUSIC CONTEST BALANCE	281.25	0.00	0.00	0.00	281.25
05 704 0104	HS SCIENCE SCHOLARSHIP BALANCE	451.51	0.00	0.00	0.00	451.51
05 704 0105	B&G SOCCER BALANCE	(568.36)	0.00	1,050.00	0.00	481.64
05 704 0106	BOYS TENNIS CLUB BALANCE	(219.34)	0.00	0.00	0.00	(219.34)
05 704 0107	GIRLS GOLF BALANCE	(1,799.88)	0.00	500.00	0.00	(1,299.88)
05 704 0108	EXPRESSIONS BALANCE	3,722.05	0.00	0.00	0.00	3,722.05
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	1,089.87	0.00	0.00	0.00	1,089.87
05 704 0112	SUMMER GBB BALANCE	2,243.87	0.00	200.00	0.00	2,443.87
05 704 0115	GIRLS TENNIS CLUB BALANCE	(763.64)	0.00	0.00	0.00	(763.64)
05 704 0116	STUDENT FEE DONATION BALANCE	707.00	0.00	0.00	0.00	707.00
05 704 0117	BOYS SOCCER CLUB BALANCE	2,942.88	267.95	0.00	0.00	2,674.93
05 704 0118	Girls Wrestling Club Balance	99.75	39.00	0.00	0.00	60.75
05 704 0119	WASHINGTON TRIP BALANCE	789.49	0.00	0.00	0.00	789.49
05 704 0120	COOP BASEBALL BALANCE	(27.50)	0.00	0.00	0.00	(27.50)
05 704 0121	CLASS OF 2022 BALANCE	150.30	0.00	0.00	0.00	150.30

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2023 - 06/2023

User ID: WIECBREN

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund
Balance Account 146 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 0123	SOFTBALL BALANCE	275.39	0.00	0.00	0.00	275.39
05 704 0124	CD/INTEREST BALANCE	(19,265.62)	0.00	308.26	0.00	(18,957.36)
05 704 0125	BASEBALL BALANCE	(2,554.17)	0.00	3,750.00	0.00	1,195.83
05 704 0126	MUSIC TRIP BALANCE	9,607.70	7,396.00	0.00	0.00	2,211.70
05 704 0127	HAL BALANCE	370.46	0.00	0.00	0.00	370.46
05 704 0128	BASEBALL CLUB BALANCE	174.30	0.00	0.00	0.00	174.30
05 704 0129	CAREER & HUMAN DEVELOPMENT BALANCE	2.00	0.00	0.00	0.00	2.00
05 704 0130	HS SOUND SYSTEM BALANCE	995.21	0.00	0.00	0.00	995.21
05 704 0131	SUMMER SCHOOL BALANCE	5,846.56	0.00	1,650.00	0.00	7,496.56
05 704 0132	HS ART FEES BALANCE	4,645.10	0.00	0.00	0.00	4,645.10
05 704 0133	HS SPANISH FEES BALANCE	208.73	0.00	0.00	0.00	208.73
05 704 0134	MS FCS BALANCE	796.47	0.00	0.00	0.00	796.47
05 704 0135	MS ART FEES BALANCE	3,260.86	0.00	0.00	0.00	3,260.86
05 704 0136	MS IT FEES BALANCE	5,218.82	0.00	0.00	0.00	5,218.82
05 704 0137	HS FOOD FEES BALANCE	1,622.65	0.00	0.00	0.00	1,622.65
05 704 0138	COLLEGE TUITION FEES BALANCE	735.17	0.00	0.00	0.00	735.17
05 704 0139	CONSUMER MATH SCHOLARSHIP BALANCE	1,654.00	0.00	0.00	0.00	1,654.00
05 704 0140	Education Quest	2,502.53	0.00	0.00	0.00	2,502.53
05 704 0141	CO BALANCE	12,373.59	0.00	0.00	0.00	12,373.59
05 704 0144	PIONEER PETE BALANCE	2,881.82	0.00	0.00	0.00	2,881.82
05 704 0145	HS TRACK CLUB BALANCE	469.28	0.00	0.00	0.00	469.28
05 704 0147	DISTRICT BASKETBALL BALANCE	86.94	0.00	0.00	0.00	86.94
05 704 0148	NAT'L JR. HONOR SOCIETY BALANCE	1,529.86	0.00	0.00	0.00	1,529.86
05 704 0150	MS VOLLEYBALL CLUB BALANCE	872.03	0.00	0.00	0.00	872.03
05 704 0152	ACTIVITY ADMIN. BALANCE	4,493.85	380.10	0.00	0.00	4,113.75
05 704 0153	ROBOTICS BALANCE	(3.64)	0.00	0.00	0.00	(3.64)
05 704 0154	DISTRICT VOLLEYBALL BALANCE	41.60	0.00	0.00	0.00	41.60
05 704 0155	MS ROBOTICS BALANCE	2,341.80	0.00	0.00	0.00	2,341.80
05 704 0157	TECHNOLOGY BALANCE	40,717.27	0.00	925.00	0.00	41,642.27
05 704 0158	MS LIFE SKILLS BALANCE	3,187.27	0.00	0.00	0.00	3,187.27
05 704 0159	CA CONSTRUCTION BALANCE	6,950.66	0.00	0.00	0.00	6,950.66
05 704 0160	CLASS OF 2025 BALANCE	958.82	0.00	0.00	0.00	958.82
05 704 0161	CA WELDING BALANCE	752.27	0.00	0.00	0.00	752.27
05 704 0162	CA-INFORMATION TECHNOLOGY BALANCE	(469.17)	0.00	93.00	0.00	(376.17)
05 704 0163	YOUTH TENNIS CLUB BALANCE	548.30	0.00	0.00	0.00	548.30
05 704 0164	JAG BALANCE	431.61	0.00	0.00	0.00	431.61

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2023 - 06/2023

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund
Balance Account 146 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 0165	ESPORTS BALANCE	1,351.36	0.00	0.00	0.00	1,351.36
05 704 0166	TURF AND DIRT BALANCE	(10,000.00)	0.00	0.00	0.00	(10,000.00)
Fund Total: 05		244,071.17	17,157.04	28,652.82	0.00	255,566.95

		7/3/2023	Board Meeting Mileage Sheet								
DATE											
PURCHASED	YEAR	TRADE NAME	STYLE	NUMBER	BODY TYPE	CAPACITY	VEHICLE ID#	CYLINDERS	COST	LICENSE #	MILEAGE
11/19/2007	2007	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L27DA62220	8	19549	53028	196203
1/4/2008	2007	CHEVY	VAN	TAN	ES UPLANDER	7	GNDV23107D159355	6	15570	51495	177667
8/12/2008	2004	CHEVY	PICKUP	SILVER	HEAVY DUTY	6	1GCHK23G64F153924	8	14880	44965	207070
6/26/2018	2013	FORD	PICKUP	RED	F150	5	1FTFW1EF1DKF26059	8	21000	58436	132618
7/20/2009	2008	CHEVY	VAN	WHITE	UPLANDER LS	7	GNDV23118D104608	6	15926	55997	165929
7/22/2009	2008	CHEVY	VAN	RED	UPLANDER LS	7	GNDV23128D130117	6	15926	51678	190985
8/17/2009	2001	CHEVY	VAN	WHITE	EXPRESS	2	1GCHG35R111152386	6	9014	51494	108919
9/23/2009	2009	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31LX9DA54328	6	22249	53021	79091
7/29/2011	2000	FORD	VAN	WHITE	ECONOLINE	2	1FTRE1422YHB91542	6	5480	55989	169416
11/16/2011	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG5BR626494	6	17500	56539	124621
11/16/2012	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG9BR628362	6	17500	56540	175903
12/17/2021	2016	CHEVY	SPED BUS	YELLOW	MICRO BIRD	13	1GB3G3BG5F1127886			60892	76573
4/25/2022	2014	DODGE VAN	VAN	NAVY	GRAND CARAVAN	6	2C4RDGBG4ER353286	6		60384	81048
6/2022	2019	DODGE VAN	VAN	WHITE	GRAND CARAVAN	6	2C4RDGBG6HR735999	6		60884	39413
5/2022	2013	CHEVY VAN	VAN	WHITE	EXPRESS	10				60382	30483
12/2022	2019	DODGE VAN	VAN	WHITE	GRAND CARAVAN	6		6		60890	75568

5001

Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

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

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters

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

8. College planning visits

9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Adopted on: December 21, 2016

Revised on:

Reviewed on: July 13, 2020

5001.R1
Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to restorative justice practices or services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

**If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

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; July 12, 2021, July 11, 2022

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: July 12, 2021, July 11, 2022

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; July 12, 2021, July 11, 2022

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/>—Insert website address established....

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 ADD NEW?

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~~1632(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; July 10, 2023

Reviewed on:

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

- 1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

- B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method
 1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
 4. The contract will be awarded to the lowest responsive and

responsible bidder.

- a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
- b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
- c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their

representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a

preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be

responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or

audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and

application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs

unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request

prior approval from the federal awarding agency to use the addition method.

Under the addition method, program income may be added to the Federal

award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the

Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior

approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

accepted as part of the non-Federal entity's cost sharing or matching when

such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and

(7) Conform to other provisions of this part, as applicable.

C. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§

76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information

of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: November 14, 2016

Revised on: August 13, 2021⁸; June 10, 2019; September 13, 2021,
June 13, 2022; **July 10, 2023**

Reviewed on:

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

- **I. Applicability of Policy**

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

- **II. Procurement System**

The District maintains the following purchasing procedures.

- **A. Responsibility for Purchasing**

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not

authorized by this policy will be the responsibility of the person making the commitment.

○ **B. Methods of Purchasing**

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. **Purchases up to \$10,000 (Micro-Purchases)**

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. **Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)**

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. **Purchases Over \$250,000**

- a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

- b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

■ 4. **Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- 4) After solicitation of a number of sources, competition is determined inadequate.

- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.



■ 5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

○ ____2) Proposals must be solicited from an adequate number of qualified sources; and

○ ____3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

● ____b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

● ____c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

○ **C. Use of Purchase (Debit & Credit) Cards**

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

○ **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

○ The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

- **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

- **F. Settlements of Issues Arising Out of Procurements**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

- **III. Conflict of Interest and Code of Conduct**

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Purchases covered by this policy are subject to the following additional provisions.

■

- 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

- 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

- 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

- **C. Favors and Gifts**

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

- **D. Enforcement**

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

- **IV. Property Management Systems**

- **A. Property Classifications**

- 1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

- 2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established

by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

■ 4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

- b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

○ **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

○ **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;

- 5. Date tagged and individual who tagged it;
- 6. Source of funding for the property;
- 7. Who holds title;
- 8. Acquisition date and cost of the property;
- 9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- 10. Location, use and condition of the property; and
- 11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

○ **D. Physical Inventory**

- 1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years;
- 2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

○ **E. Maintenance**

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

○ **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

○ **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

- **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

-

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

- **I. Equipment and Capital Expenditures**

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

- **J. Depreciation**

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

- **V. Financial Management**

- **A. Identification-**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA

title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

- **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

- **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

- **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

- **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

- **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

- **G. Allowability of Costs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

- **H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching**

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

-

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

- **I. Cost Sharing or Matching**

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

- **J. Documentation of Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

- **VI. Written Compensation Policies**

- **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to

charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

○ **B. Time and Effort Procedures**

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

○ **C. Fringe Benefits**

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

○ **D. Leave**

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

○ **E. Unexpected or Extraordinary Circumstances**

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees

during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

- **F. Documentation for Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

- **VII. Other Contract Matters.**

- A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

- **B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

~~To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.~~

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

- **C. Record Keeping**

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

- **D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: November 14, 2016

Revised on: July 10, 2018; June 10, 2019; December 14, 2020; September 13, 2021, June 13, 2022; **July 10, 2023**

Reviewed on:



3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of

school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: November 14, 2016

Revised on: August 8, 2022; **July 10, 2023**

Reviewed on:

3036

Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board ~~shall~~ **may** determine the type of purchasing card or cards to be used in the program and ~~shall~~ **may** contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged on each card is \$5,000 and a total district maximum charge of \$25,000.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Director of Student Services, Principals, Activities Director (2), Director of Curriculum and Assessment, Technology Coordinator, Superintendent's Assistant and Maintenance Director. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school ~~shall~~ **may** also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from an approved purchase order.

Documentation. Employees seeking reimbursement for a purchasing card purchase ~~shall~~ **must** submit an itemized receipt **and** a purchasing card receipt to the school district. The itemized receipt ~~shall~~ **must** include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least ~~10~~ **7** years or as otherwise required by **Schedule 10 – Local School Districts** ~~or—~~ **Schedule 24 – Local Agencies (General Records)**

maintained by the Nebraska Records Management Division. Employees ~~shall~~ **must** maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) **shall** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) **may** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account ~~shall~~ **must** be immediately closed and he or she ~~shall~~ **must** return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase ~~shall~~ **must** reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and Business Manager ~~shall~~ **will** conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy ~~shall~~ **will** be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee ~~shall~~ **will** provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase ~~shall~~ **must** be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: November 14, 2016

Revised on: February 14, 2022; July 10, 2023

Reviewed on:

4003

Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated First Student of Omaha NE as the company any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Bryan Flanagan, Regional Manager of First Student may be contacted at 402-850-0261.

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the

driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and

maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Review Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the

district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: December 12, 2016

Revised on: July 13, 2020, February 13, 2023

Reviewed on:

4045 Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to **breastfeed or** express breast milk for her nursing child **each time such employee has the need to do so**. The District will provide in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public **for one year after the child's birth**. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

Adopted on: December 12, 2016

Revised on: **July 10, 2023**

Reviewed on: April 12, 2021

Suicide Prevention Behavioral and Mental Health Training

The following All public school employees who interact with students and any other appropriate personnel are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials.

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- school social workers
- community coaches, volunteers and mentors
- paraeducators
- secretarial and clerical staff

These employees must complete the online training designated by the school district or superintendent provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline. shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: December 12, 2016

Revised on: July 10, 2023

Reviewed on: April 12, 2021

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, ~~resides in~~ **is a resident of** the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1 of the year of enrollment. For second semester high school courses, the application must be filed by December 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 ~~10~~ credit hours per semester, with at least 5 credit hours of enrollment in the public school district. . ~~Exempt school students who are not enrolled in at least 10 credit hours may not participate in extracurricular sports and activities.~~ All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.

~~Exempt school students who transfer into the district will be considered a transfer student and shall be ineligible for varsity competition for ninety school days unless the home school is located in the same school district as the high school to which the student is transferring.~~

~~The school district will determine whether credits awarded to exempt transfer students will be accepted for the purpose of eligibility for extracurricular sports and activities pursuant to the board's policy on Grade Placement and Academic Credits of Transfer Students.~~

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class

attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation. ~~by virtue of their status as part-time students.~~

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: December 21, 2016

Revised on: July 10, 2017; July 10, 2023

Reviewed on: September 13, 2021

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students.

Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school

district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

b. Numeric Capacity. The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for additional information.

Building/Program	Capped Capacity
Preschool	Grant does not allow options
Kindergarten	120
First	120
Second	120
Building: Northside Elementary	360
Third	120
Fourth	120
Fifth	96
Building: Hayward Elementary	312
Sixth	120
Seventh	120
Eighth	120

Building: NC Middle School	360
Ninth	120
Tenth	120
Eleventh	120
Twelfth	120
Building: NC High School	480

c. Programmatic Capacity. In addition to the numeric capacity standards referred to above, the board may, **by resolution, prior to October 15 of each school year,** declare a program, a class, or a school unavailable **for the next school year** to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for additional information.

Building/Program	Capped Capacity
Level I Northside Elementary Special Education	45
Level II & III Northside Elementary Special Education	5
Level I Hayward Elementary Special Education	45
Level II & III Hayward Elementary Special Education	5
Level I Middle School Special Education	42
Level II & III Middle School Special Education	5
Level I High School Special Education	45

Level II & III High School Special Education	10
---	----

d. Other Standards for Acceptance or Rejection of Option Enrollment Applications. In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- ii. Would require the procurement of new equipment, technology, or furnishings;
- iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

e. Prohibited Standards. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

~~The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.~~

~~f. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.~~

f. Order of Acceptance. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

- vi. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
- ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

g. Maximum Capacity Report. The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

- b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i. When the district has already entered into contracts with teaching staff for the following school year;
 - ii. When the district has already contracted for the performance of specific services for the student;
 - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: December 21, 2016

Revised on: February 14, 2022; July 10, 2023

Reviewed on: January 16, 2023

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

Pre-Kindergarten through Second Grade Students

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

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, **not to exceed an additional 48 hours**, 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 **and shall document such effort in writing**. 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** **must** be given the opportunity to complete classwork **and homework missed during the period of suspension**, including but not limited to examinations, **as provided herein**. ~~under the following conditions: To be determined by the Building Principal.~~

Emergency Exclusion

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

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for

conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or

contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath 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 which 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 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, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - 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, 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 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 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; branding; physical beatings; 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 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;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until

the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;

3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: December 21, 2016

Revised on: June 11, 2018; June 10, 2019; July 13, 2020

Reviewed on: February 13, 2023

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 \$10.00
(Art, I-tech/Woods, Computers)

7th Grade Exploratory classes \$10.00

(Art, I-tech/Woods, Computers)

8th Grade Exploratory classes \$25.00

(Art, Computers, I-tech/Woods--not to exceed \$15.00-additional cost for advanced projects)

High School:

- Spanish 1 - \$2.00
- Human Anatomy & Physiology - \$5.00
- Intro to Industrial Technology - \$20.00
- Woods 1 & 2 - \$10.00
- Construction Academy 1 & 2 - \$20.00
- Drafting 1 & 2 - \$10.00
- Welding 1, 2 & 3 - \$20.00
- Welding Academy 1 & 2 - \$20.00
- Foods 1, 2 & 3 - \$20.00
- Textiles 1, 2 & 3 - project materials
- Art 1 - \$5.00
- Art 2 & 3/4 - \$15.00
- Sculpture - \$15.00
- Ceramics - \$5.00
- Photography - \$20.00
- Singers- \$ 14.00
- Band - \$30.00 (marching shoes and instrument repair)

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$25.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$25.00.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. 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

7. 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. ~~The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$ [redacted] per course.~~

8. 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.

9. 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.

10. 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.

11. 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.

12. 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
 - o Regular Price ~~\$2.10~~ \$2.15
 - o Reduced Price \$0.30 TBA
- Breakfast Program – Grades 6-12
 - o Regular Price ~~\$2.10~~ \$2.15
 - o Reduced Price \$0.30 TBA
- Lunch Program – Grades K-5
 - o Regular Price ~~\$3.00~~ \$3.15
 - o Reduced Price \$0.40 TBA
- Lunch Program – Grades 6-12
 - o Regular Price ~~\$3.25~~ \$3.40

- o Reduced Price \$0.40 TBA

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band: Students must provide their own instruments 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

14. 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 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; July 12, 2021, July 11, 2022; **July 10, 2023**

Reviewed on:

5049 Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon. The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by a nonstudent adult ~~who holds a valid permit issued under the Concealed Handgun Permit Act~~ in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

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

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the

misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Adopted on: December 21, 2016

Revised on:

Reviewed on: June 13, 2022

NOTE TO BE DELETED: This policy satisfies the minimum requirements of the *Healthy, Hunger-Free Kids Act of 2010* and its final rule. Schools that wish to adopt a more “aggressive” policy with higher standards may do so and should contact KSB for policy language that is in-line with their goals.

5052

School Wellness Policy

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

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

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

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

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

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

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

6. Food and Beverage Marketing

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

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

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

7. Public Participation

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

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 June 2020 to Reflect the USDA Final Rule) found at:

https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc

<https://api.healthiergeneration.org/resource/2>

Adopted on: December 21, 2016

Revised on: July 10, 2017; July 10, 2023

Reviewed on: September 12, 2022

5062 Lice and Nits

~~Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of live lice or louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student~~ the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are ~~will not be~~ permitted to return to school until ~~the student is treated such the district finds~~ that no live lice or louse eggs, ~~or nits~~ can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: December 21, 2016

Revised on: July 10, 2023

Reviewed on: July 11, 2022

5063-3059

Audio and Video Recording

Students, staff, and their parents/ or guardians, and patrons should assume that any class in which students are enrolled or activity in the school may be recorded by the school district or other students for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by an authorized representative of the District the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may, and the recordings will only be accessible by the authorized representative available for review for a limited time. Recordings made by the District may be destroyed by an authorized representative at any time unless retention is required by law. based on the district's then current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

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

Classroom Recordings Made by Staff. Staff members may make audio and video recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certified staff. upon authorization of the superintendent or supervising administrator.

Prohibited Recordings Made by Students. This policy applies to students Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP)

~~or Section 504 Plan.~~

~~Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.~~

~~**Permitted Non-classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy.~~ In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: December 21, 2016

Revised on: July 10, 2017; September 13, 2021; **July 10, 2023**

Reviewed on:

5064

~~Title I~~ Supplement, Not Supplant

The district will use Title I, Title II, Title IV, and any other funds subject to Supplement, Not Supplant requirements as required by law. The District will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of such ~~Title I~~ funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

Adopted on: December 21, 2016

Revised on: July 10, 2023

Reviewed on: May 9, 2022

6003

Instructional Program

1. The minimum number of instructional hours in the school year will be 1080 for **grades 9 through 12, high school students**, 1032 for **grades 1 through 8 middle school and elementary students**, and 400 for kindergarten **students**, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extracurricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: December 21, 2016

Revised on: May 9, 2022

Reviewed on:

6004

Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The District will review curriculum and adopt associated textbooks on the following schedule.

	K-12 REVIEW	TEXTBOOK ADOPTION
	Foreign Language Fine Arts/Music	Foreign Language Fine Arts/Music
	K-12 Language Arts	6-12 Language Arts
	Math	Math
	Technology	Technology
	Science	Science
	Physical Ed/Health	Physical Ed/Health
	Foreign Language Vocational Fine Arts/Music	Foreign Language Vocational Fine Arts/Music

School Year	English Language Arts	Mathematics	Science	Social Science	Careers & Personal Finance/Computer Science	Fine Arts & Music	Physical Education/Health
2023-2024		K-5 Implementation 6-12 Review & Adoption	K-5 Implementation		Review		
2024-2025	K-12 Review	6-12 Implementation	6-12 Review & Adoption		Adoption		
2025-2026	K-12 Adoption		6-12 Implementation	K-12 Review	Implementation		
2026-2027	K-12 Implementation			K-12 Adoption		Review	
2027-2028				K-12 Implementation		Adoption	Review
2028-2029		K-5 Review	K-5 Review			Implementation	Adoption
2029-2030		K-5 Adoption	K-5 Adoption				Implementation

Review = Adoption Process

Adoption = Year of Purchase

Implementation = First Year of Use

Adopted on: December 21, 2016

Revised on: February 14, 2022; July 10, 2023

Reviewed on:

6038

Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
- 4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
 - 5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____



July 6, 2023

Jenny Gawart
Nebraska City Public Schools
Hayward Elementary School
3065 South 14th Street
Omaha, Nebraska 68410

Subject: Building Fire Alarm Upgrades

Dear Jenny,

Fire Protection Services is pleased to provide you with this proposal which includes all the required labor, material and engineering for the installation of the following systems:

Install New EST 4 Voice Evacuation Control Panel:

- 1 – EST 4 Addressable Control Panel w/ Voice Paging (Future Speaker Strobes).
 - 2 – Batteries
 - 1 – Smoke Detector
 - 2 – Monitor Modules
 - 2 – Relay Modules
 - 1 – Power Supply
 - 14 – Manual Pull Stations
 - 1 – Reconnect existing Horn Strobes
 - 12 – Smoke Detectors Door Release
 - 23- Duct Smoke Detectors
 - 23 – Shut Down Relays
 - 23 – Sampling Tubes
- REMOVE ALL OTHER EXISTING SMOKE AND HEAT DETECTORS NOT REQUIRED IN 100% FIRE SPRINKLES BUILDINGS.

Installed Price is \$62,800.00 (Sixty-Two Thousand Eight Hundred Dollars and 00/100).

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Hershiser", is written over a large, stylized blue oval.

Dan Hershiser



July 6, 2023

Jenny Gawart
Nebraska City Public Schools
Hayward Elementary School
3065 South 14th Street
Omaha, Nebraska 68410

Subject: Speaker Strobes Upgrade

Dear Jenny,

Fire Protection Services is pleased to provide you with this proposal which includes all the required labor, material and engineering for the installation of the following systems:

Install Voice Evacuation Devices:

- 2 – BPS10A Power Supplies
- 4 – Batteries
- 55 – Ceiling Speaker Strobes
- 20 – Strobes
- 1 – Lot Wire, Boxes and Fitting

Installed Price is \$59,000.00 (Fifty-Nine Thousand Dollars and 00/100).

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Hershiser", is written over a printed name label.

Dan Hershiser

Proposal

Page No.

of

Pages

BOHL PLUMBING & HEATING, INC.

1113 Central Ave.
NEBRASKA CITY, NE 68410
(402) 873-5632

917 Central Ave.
AUBURN, NE 68305
(402) 274-3533

PROPOSAL SUBMITTED TO Hayward School Room 405		PHONE 2092709	DATE 6/13/23
STREET 306 South 14th		JOB NAME	
CITY, STATE and ZIP CODE Nebraska City, Ne. 68410		JOB LOCATION	
ARCHITECT 12089	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

-Room 405 Water Souce Heat Pump-

(1) Water Source Heat Pump

\$8,192.00

Price Includes:

Water Source Heat Pump
Ductwork
Insulation
Unistrut and all thread
Removal of old unit
Hanging of new unit
Labor

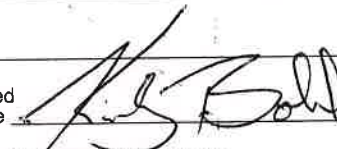
Note: NO LINE VOLTAGE ELECTRICAL OR LOW VOLTAGE WIRING IN THIS PROPOSAL!
Note: NO CEILING GRID OR TILE REMOVAL OR REPLACEMENT IN THIS PROPOSAL!

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:
As Listed _____ dollars (\$ _____).

Payment to be made as follows: _____ as submitted. Interest at 2% per month, (24% annum) charged
on all accounts 30 days past due.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature



Note: This proposal may be withdrawn by us if not accepted within _____ Thirty _____ days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____



Mark Fritch <mfritch@nebcityps.org>

water source heat pump 405

Jenny Gwart <jgwart@nebcityps.org>
To: Mark Fritch <mfritch@nebcityps.org>

Tue, Jun 20, 2023 at 6:06 AM

No problem, i just have a price for the part in which Kirby just sent me the information through a text message.

I can get that motor but it's on back order at the moment. It is \$816.00 just for the motor then shipping. - per Kirby
[Quoted text hidden]

--

Sent from Gmail Mobile

Proposal

BOHL PLUMBING & HEATING, INC.

1113 Central Ave.
NEBRASKA CITY, NE 68410
(402) 873-5632

917 Central Ave.
AUBURN, NE 68305
(402) 274-3533

PROPOSAL SUBMITTED TO N.C. Middle School		PHONE 4022092709	DATE 6/26/23
STREET 909 1st Corso		JOB NAME	
CITY, STATE and ZIP CODE Nebraska City, Ne. 68410		JOB LOCATION	
ARCHITECT 12106	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

-Water Source Heat Pump-

(1) WATER SOURCE HEAT PUMP FOR ROOM 211. \$10,461.00

This proposal is to replace the the water source heat pump in the science room 211.

Note 1: There is no removal or replacement of ceiling tile in this proposal.

Note 2: There is no line voltage or low voltage wiring in this proposal.

Price Includes:

Water Source Heat Pump

Water loop to existing

Condensate to existing

Lift use

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: As Listed

_____ dollars (\$ _____).

Payment to be made as follows:

Full amount due as submitted. Interest at 2% per month, (24% annum) charged on all accounts 30 days past due.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be withdrawn by us if not accepted within Thirty days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____ Signature _____

Nebraska City Public Schools

134 Steinhart Park Road
Nebraska City, NE



Water Treatment Proposal

June 23rd 2022



June 23rd 2022

Nebraska City Public Schools
Jenny Gawart
Maintenance Director
134 Steinhart Park Road
Nebraska City, NE

Dear Jenny:

I would like to take this opportunity to thank you for allowing Garratt-Callahan Company to look over your operation and present this proposal for your water treatment needs.

Within this program presentation, we will discuss your current water treatment needs, as well as highlight our goals and the purpose behind our service program. We will discuss the support services available with Garratt-Callahan Company.

We believe our clients need a water treatment consultant who understands his clients objectives and can be available to help achieve them. We believe in a service-oriented approach to water treatment in which we work together to make sure our program always meets your needs. At Garratt-Callahan Company our customer is always #1.

Garratt-Callahan as a company is always striving to give our customers the very latest in water treatment technology – and as the oldest water treatment company in existence, we feel we have the manpower and proficiency to do just that. All our field engineers use the latest advances in testing equipment to make sure we always offer the greatest degree of accuracy available. We also offer our customers the latest in microprocessor control of the boiler and tower operation. In short, we will work with you to design the program that will best meet your needs. Garratt-Callahan Company will work with you to make our relationship one of mutual trust and confidence.

Sincerely,

Mike Malmberg
Territory Manager
Garratt-Callahan Company

Chad Sucha
District Manager
Garratt-Callahan Company



EXPERIENCE AND ABILITY

Garratt-Callahan Company is a premier water treatment supplier, founded in 1904. As the largest privately held water treatment company & 4th largest overall; personal touch has never been lost on us. We have 5 manufacturing facilities and supply chemicals to all the Continental United States. Chemicals for this region are mixed at our Chicago, Illinois facility.

Garratt-Callahan Company specializes in providing water treatment related services and products for industrial, institutional, commercial, utility, and waste water operations. We have concentrated many of our efforts in the hospital and health care industry and have many satisfied customers.

Our strength lies in a stable, qualified, customer oriented organization which takes pride in the customers we service and with the professional services we provide. Most of our field technical engineers have been with Garratt-Callahan Company for more than five years. This kind of stability is uncommon in the industry.

The Garratt-Callahan team consists of persons who have earned engineering and chemical degrees and who have spent many years in the industry, both in technical as well as managerial leadership positions. Garratt-Callahan Company has built an outstanding reputation with a special brand of personalized, professional service one customer at a time. The focus on service is at the heart of our program.

Garratt-Callahan Company includes shipping costs in the price of all our products. High quality chemicals are the base upon which our programs begin.

Garratt-Callahan Companies water chemistry program as outlined in this proposal is a fully integrated system of proven products, innovative technology, experienced professionals and a broad range of customer support services.



THE SERVICE TEAM HAS OVER 35 YEARS OF COMBINED EXPERIENCE IN WATER TREATMENT:

- **Mike Malmberg – Territory Manager**
 - 8 years industry water treatment service
 - 5 years high pressure steam plant and refrigeration operation
 - Experience in healthcare, food processing, large utility distribution systems and industrial chemical applications.
 - Omaha, NE
- **Tanner Swett – Technical Sales Support**
 - 2 years in the water treatment industry with Garratt-Callahan Company
- **Chad Sucha – District Manager**
 - 18 years in the water treatment industry/Columbus, Nebraska
 - Experience in mid-market accounts, food processing, commercial buildings, industrial manufacturing, and steel production

As you can see from above Garratt-Callahan Company believes in hiring quality qualified people to service your needs not just sales people. I will initially spend time necessary at your plant providing training in the use of our products and safety procedures. After we agree that the program is well understood, we will provide service weekly.

***** Mike's cell phone #: (402) 699-1362**

***** Tanner's cell phone #: (402) 560-6543**

*****Chad's cell phone #: (402) 541-5449**

Garratt-Callahan Company believes that back-up assistance and service are a vital component to any water treatment program. Our service techs and reps will be on site for the duration of startup, as needed and recommended in our Startup Plan.



Nebraska City Public Schools can expect the following during startup:

- I. A complete review of all specified products, dosage rates, application procedures and control parameters with all operations personnel. This will be done through in-plant training. Follow up training will be performed as you require.

The training program will consist of four phases:

- A. Fundamentals of cooling water
 - B. General testing procedures and techniques
 - C. Safety
2. A Program Administration Manual will be provided to instruct operators on how to perform all necessary tests.
 3. Testing report "log books" will be provided at no charge to log daily test results, chemical dosages and changes made in the chemical program. In this manner, a history of the chemical program is maintained, providing information for problem solving should upsets or changes occur.
 4. I will service **Nebraska City Public Schools** assisting in setting up the water treatment program and training personnel. Regular in-plant service visits will be provided monthly for the purpose of system analysis, corrosion studies, equipment checks, training, and inspections.



High School Tower #I

Findings:

1. Previous service visits indicate erratic chemical control due to lack of automation present.
2. High conductivity is frequently seen which will lead to scale precipitation on heat exchanger surfaces.

Recommendations/ Program Implementation:

1. Implementing automation via a chemical conductivity controller will prevent excess concentrations of dissolved solids present that lead to scale deposits.
2. Utilizing chemical feed control based on a makeup meter will provide reliable dosing and control.
3. Feeding biocide on a predetermined schedule instead of manual dosing will allow for consistent biological control.

Equipment Included for High School #I Tower

- 3 The Garratt-Callahan water treatment program includes the following for automated control of system chemistry:

Product	Features	Function	Quantity
Walchem 600 Controller	Conductivity control, chemical feed control, flow switch	Automation of chemical feed and blowdown	1
Carlson 1000MRS Meter	10 GPC Contacting Makeup Meter	Signals to controller to feed chemical based on makeup water rate	1
1/4" Asco Blowdown Valve	1/4" solenoid valve	Blows down tower to control conductivity	1
Pulsafeeder Chemical Pumps	12 GPD 150 PSI w/ Purge Valve	Meters chemical feed	2

* Equipment to be installed by qualified plumber with oversight and engineering by Garratt Callahan representative.

High School Tower #2

Findings:

1. Chemical control system does not have a flow switch to prevent potential overfeed conditions or conditions where tower water can blow down consistently.
2. Controller is programmed for control based on soft water makeup, which is not in service at this time.
3. Formula 2923-L pump was not operational at the time of survey due to chemical barrel running empty.

Recommendations/ Program Implementation:

1. Installing a flow switch will allow the controller to lockout chemical feed and blowdown when the recirculation pumps are not operational.
2. Updating the controller programming for accurate control based on city water makeup.
3. Formula 2923-L needs refilled to allow for adequate chemical feed to the system.

Equipment Included for High School #2 Tower

The Garratt-Callahan water treatment program includes the following equipment for automated control of the system chemistry:

Product	Features	Function	Quantity
Advantage Flow Switch	Plunger style flow switch that communicates with existing controller	Provide lockout of chemical feed and blowdown when recir pumps are not operational	1

* Equipment to be installed by qualified plumber with oversight and engineering by Garratt Callahan representative.

Hayward Tower

Findings:

1. Previous service visits indicate erratic chemical control due to lack of automation present.
2. High conductivity is frequently seen which will lead to scale precipitation on heat exchanger surfaces.

Recommendations/ Program Implementation:

1. Implementing automation via a chemical conductivity controller will prevent excess concentrations of dissolved solids present that lead to scale deposits.
2. Utilizing chemical feed control based on a makeup meter will provide reliable dosing and control.
3. Feeding biocide on a predetermined schedule instead of manual dosing will allow for consistent biological control.

Equipment Included for Hayward Tower

- 3 The Garratt-Callahan water treatment program includes the following equipment for automated control of the system chemistry:

Product	Features	Function	Quantity
Walchem 600 Controller	Conductivity control, chemical feed control, flow switch	Automation of chemical feed and blowdown	1
Carlson 1000MRS Meter	10 GPC Contacting Makeup Meter	Signals to controller to feed chemical based on makeup water rate	1
1/4" Asco Blowdown Valve	1/4" solenoid valve	Blows down tower to control conductivity	1
Pulsafeeder Chemical Pumps	12 GPD 150 PSI w/ Purge Valve	Meters chemical feed	2

* Equipment to be installed by qualified plumber with oversight and engineering by Garratt Callahan representative.

Middle School Tower

Findings:

1. Previous service visits indicate erratic chemical control due to lack of automation present.
2. Significant deposits are present in the cooling tower basin, potentially partially related to inconsistent control.
3. High conductivity is frequently seen which will lead to scale precipitation on heat exchanger surfaces.
4. Plumbing exists for a controller allowing for relatively easy retrofit of new automated control equipment.
5. Blow down was tested and determined to be functional at the time of the survey.

Recommendations/ Program Implementation:

1. Implementing automation via a chemical conductivity controller will prevent excess concentrations of dissolved solids present that lead to scale deposits.
2. Utilizing chemical feed control based on a makeup meter will provide reliable dosing and control.
3. Feeding biocide on a predetermined schedule instead of manual dosing will allow for consistent biological control.

Equipment Included for Middle School Tower

The Garratt-Callahan water treatment program includes the following equipment for automated control of the system chemistry:

Product	Features	Function	Quantity
Walchem 600 Controller	Conductivity control, chemical feed control, flow switch	Automation of chemical feed and blowdown	1
Carlson 1000MRS Meter	10 GPC Contacting Makeup Meter	Signals to controller to feed chemical based on makeup water rate	1
Pulsafeeder Chemical Pumps	12 GPD 150 PSI w/ Purge Valve	Meters chemical feed	2

* Equipment to be installed by qualified plumber with oversight and engineering by Garratt Callahan representative.



Chemical Program

The Garratt-Callahan products will provide for corrosion free, scale free, and microbiological free operation of the cooling tower and closed loops in this way:

G-C Formula 2923-LT is a synergistic blend of organic scale inhibitors designed for the most rigorous cooling water application. Formula 2530-LT uses the best corrosion and scale inhibitors available. In most cases, use of this formulation eliminates the need for minerals acids for pH reduction. Formula 2530-Lt also contains azole for copper and yellow metal corrosion inhibition.

G-C Formula 305 is a single-feed, ready to use, oxidizing biocide. Formula 305 is EPA-registered for use as a fungicide, algacide, slimicide and microbiocide in commercial and industrial recirculating water systems.

G-C Formula 125-LM is a combination of nitrite, molybdeunum and azole corrosion inhibitors. It is extremely effective for the treatment of multi-metal closed loop heating and cooling systems including engine jackets, compressors and plat heat exchangers.

COOLING TOWER CONTROL LIMITS

Conductivity.....1800 to 2000 umhos
Fluorescent tracer.....100 to 150 ppm
ATP.....<2,000 RLU's



PAYMENT

36-Month Contract

An all-inclusive fixed price is agreed upon between Nebraska City Public Schools and Garratt Callahan, which can be billed monthly. Monthly service calls to evaluate all process systems, engineering and consulting are all included in the price. All training and visits are also included in the price.

Yearly Contract Amount for Chemicals and Service	Monthly Contract Amount for Chemical and Service
\$9,492.00	\$791.00
Contract Pricing based on 6,000 gallons of closed loop makeup water per year. If water consumption exceeds 6,000 gallons to the closed loops per year chemical will need purchased off contract.	

**All quoted prices include shipping and handling.*

*Once again thank you and we look forward to
working with you for many years!*

Mike Malmberg
Territory Manager
Garratt-Callahan Company

Chad Sucha
District Manager
Garratt- Callahan Company



Equipment Cut Sheets:

Cooling Tower Controllers

Equipment Information



MODEL W600 CONDUCTIVITY, pH/ORP & DISINFECTION CONTROLLER



Cooling Tower Controller

Description:

The W600 series provides reliable, flexible and powerful control for your water treatment program.

Features:

- Large touchscreen display with icon-based programming makes setup easy
- Universal sensor input provides extraordinary flexibility; the same controller can be used with almost any type of sensor needed
- Optional dual analog (4-20mA) input for Fluorometers or nearly any other process
- Multiple language support allows simple setup for users
- Six control outputs allow the controller to be used in more applications
- Economical wall-mount package for easy installation
- On-Screen graphing of sensor values and control output status
- Datalogging
- E-mailing alarm messages
- Datalog reports or System Summary reports
- Ethernet option for remote access via the Internet or LAN
- Complete flexibility in the function of each day
 - On/Off Setpoint
 - Time Proportional Control
 - Pulse Proportional Control (when purchased with solid-state relays)
 - In-Range or Out-of-Range activation
 - Probe wash
 - Timer-based activation
 - Activation based upon the state of a contact closure
 - Timed activation triggered by a Water Contractor
 - or Paddlewheel flow meter's accumulated total flow
 - Activate with another output
 - Activate as a percent of another output's on time
 - Alarm
- For Cooling Tower and Boiler applications:
 - Biocide Timer
 - Boiler blowdown on conductivity using intermittent sampling

Specifications:

Measurement Performance	Range	Resolution	Accuracy
Cell Contacting Conductivity	0-30,000 $\mu\text{S/cm}$	1 $\mu\text{S/cm}$, 0.001 mS/cm, 0.0001 S/m, 1 ppm	$\pm 1\%$ of reading

Inputs:

Power: 100-240 VAC, 50 or 60 Hz, 7A max	Analog (4-20 mA) Sensor Input
Fuse: 6.3 Amp	(0, 1, 2 or 4 depending on model code)
Sensor Input Signals	Digital Input Signals (6)
(0, 1 or 2 depending on model code)	

Outputs:

- **Powered Mechanical Relays (0 or 6 model code dependent)**
Pre-powered on circuit board switching line voltage
All relays are fused together as one group, total current must not exceed 6A (resistive), 1/8 HP (93W)
- **Dry Contact Mechanical Relays (0, 2 or 4 model code dependent)**
6 A (resistive), 1/8 HP (93W)
Dry contact relays are not fuse protected
- **Pulse Outputs (0, 2 or 4 model code dependent)**
Opto-isolated, solid-state relay, 200mA, 40V DC
VLOWMAX = 0.05V @ 18mA
- **4 – 20 mA (0 or 2 model code dependent)**
Internally powered, Fully isolated
600 Ohm max resistive load, Resolution 0.0015% of span
Accuracy $\pm 0.5\%$ of reading

Mechanical (Controller):

Enclosure Material:	Polycarbonate
Enclosure Rating:	NEMA 4X (IP65)
Dimensions:	9.5 x 8 x 4" (241 x 203 x 102 mm)
Display:	320 x 240 pixel monochrome backlit
Ambient Temperature:	-4 to 131°F (-20 to 55°C)
Storage Temperature:	-4 to 176°F (-20 to 80°C)

Agency Certification:

Safety: UL61010-1:2012, 3rd Edition
CSA C22.2 No.61010-1:2012, 3rd Edition
IEC 61010-1:2010 3rd Edition
EN 61010-1:2010 3rd Edition
EMC: IEC 61326-1:2012
EN 61326-1:2013

Note: For EN61000-4-6, EN61000-4-3 the controller met performance criteria B. This equipment is suitable for use in establishments other than domestic and those directly connected to a low voltage (100-240 VAC) power supply network which supplies buildings used for domestic purposes.

*WCT600PSNNN-BN is proposed



Makeup Meters



Equipment Information

MRS METERS



Carlon MRS electric contacting multijet meters are an economical answer for applications needing good tolerance to contaminants, an electrical output signal and total volume registration. With an easy to read register display, the MRS water meter is designed with reliability and affordability in mind. Use in conjunction with any of Carlon's timers and controls, you can create a customized system specific to your application requirements. The MRS meter is available in sizes from 1/2" to 2" and operates at flow rates up to 130 GPM and pressures of 150 psi. The design of the MRS meters meets or exceeds AWWA specifications.

METER SELECTION CHART

METER X PIPE SIZE	MODEL	*CONTINUOUS FLOW	FLOW RANGE	WEIGHT	LENGTH	HEIGHT	WIDTH	CONNECTION LENGTH [X2]
5/8 X 1/2" thd	625MRS	8 GPM	1/4 - 20 GPM	3.3 lbs.	7 1/2	4 1/8	3 7/8	2 3/8
5/8 X 3/4" thd	6251MRS	10 GPM	1/4 - 20 GPM	3.3 lbs.	7 1/2	4 1/8	3 7/8	2 1/2
3/4" thd	750MRS	15 GPM	1/2 - 30 GPM	3.7 lbs.	7 1/2	4 1/2	4	2 1/2
1" thd	1000MRS	25 GPM	3/4 - 50 GPM	5.7 lbs.	10 3/4	4 1/2	4	2 5/8
1 1/2" thd	150MRS	50 GPM	1 1/2 - 100 GPM	10.6 lbs.	12 5/8	6	5	2 7/8
2" thd	200MRS	65 GPM	2 - 130 GPM	22 lbs.	15 1/4	7	6 1/2	3

*The size of meter selected should be based upon continuous flow, GPM, as opposed to pipe size. For example, if it is determined that continuous flow is 25 GPM, a 1" meter should be selected rather than a 3/4" meter.

*1000MRS is proposed



Blowdown Valves

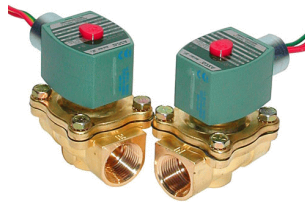


Equipment Information

MODEL 8210 SERIES SOLENOID VALVES

Description:

Series 8210 valves are 2-way normally closed internal pilot-operated solenoid valves designed for general services. Valves are made of rugged forged brass. Series 8210 valves are provided with a general solenoid enclosure.



Model 8210G94

Operation:

Normally Closed: Valve is closed when solenoid is de-energized; open when energized.

Positioning:

AC (120 Volt): Valve is designed to perform properly when mounted in any position. However, for optimum life and performance, the solenoid should be mounted vertical and upright so as to reduce the possibility of foreign matter accumulating in the solenoid base sub-assembly area.

SPECIFICATIONS

Model	Pipe Size	Min. Pressure	Max. Pressure	Max. Temp.
8210G94	1/2"	0	150	180°F
8210G95	3/4"	0	150	180°F
8210G54	1"	0	125	180°F
8210G15	1/2"	5	125	180°F
8210G9	3/4"	5	125	180°F
8210G4	1"	5	150	180°F

EB5007 04/00

W W W . G - C . C O M

*8210G95 is proposed



Chemical Metering Pumps



Equipment Information

ELECTRONIC CHEMICAL METERING PUMPS A+ SERIES



FEATURES:

- Manual function controls for stroke rate and stroke length. Standard turndown ratio 100:1
- Optional external pacing with auto/manual selection
- Highly reliable timing circuit
- Thermally protected solenoid with auto-reset
- Safe and easy priming with durable leak-free bleed valve assembly
- Voltage: 115 VAC, 50/60 Hz, single phase
- Metering performance is accurate to within +/- 3% of capacity
- Agency approved for outdoor and indoor applications
- Standard accessories include injection/back pressure valve assembly, foot valve/strainer assembly, suction and discharge tubing

SPECIFICATIONS

Model	LBO2-SA VTCI/KTCI	LBO3-SA VTCI/KTCI	LBO3-SA VTCI/KTCI	LBC3-SA WTCI/KTCI	LBS4-SA KTCI
Delivery	6 GPD	12 GPD	30 GPD	10 GPD	58 GPD
Max pressure	150 psi	150 psi	100 psi	250 psi	100 psi
Head	PVC/PVDF	PVC/PVDF	PVC/PVDF	PVC/PVDF	PVDF
Diaphragm	Teflon-Faced / Hypalon-backed	Teflon-Faced / Hypalon-backed	Teflon-Faced / Hypalon-backed	Teflon-Faced / Hypalon-backed	Teflon-Faced / Hypalon-backed
Seats / fittings	Teflon / PVC / PVDF	Teflon / PVC / PVDF	Teflon / PVC / PVDF	Teflon / PVC /PVDF	Teflon / PVDF

NOTE: WTCI liquid end does not include bleed valve assembly.

EB2002 11/19

W W W . G A R R A T T C A L L A H A N . C O M

*LB03-SA-VTCI-GCC is proposed



Page 33 addition:

Work Release:

Work release will be given to students under certain circumstances for the seventh and eighth period. These work releases are offered by the school and are a privilege. The purpose of a work-release program is to allow the student time from school in which he or she can enter a learning situation as an employee of an individual or company to enhance his or her prospects of a fulfilled life after graduation. Therefore, the student must indicate how the job he or she is seeking will aid them in their future. Since the work release is a privilege and the school retains the right to revoke it at any time, the following guidelines will be followed in the offering of work releases. The form must be filed with the office before the student will be released.

- *Only juniors/seniors will be eligible for work releases; or students involved in school-sponsored programs.*
- *Work releases are granted only to students who maintain a passing academic record. Failing grades will automatically suspend the work release.*
- *Work releases are granted only if the employer is a bona fide employing agency. Students will not be given a work release to work at home.*
- *The work release form will be filed with the office and will be an agreement between the school, student, parent, and employer.*
- *Any disciplinary action required on the part of the student may terminate the work release agreement.*
- *All work releases must be approved through the office of the high school principal. The work release will automatically end on the last day of each school semester*

Dress Code/Student Appearance

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards.

Students are prohibited from wearing, **or displaying permanent or temporary body art**, 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, and bandannas during the school day.
- 4) **Hoods and/or anything that interferes with ability to hear (i.e. airpods) worn in common areas.**
- 5) Bare feet (some type of footwear must be worn)
- 6) Short-shorts, biker shorts, or cutoffs
- 7) ~~Hairstyles which distract from the learning process or the health and safety for either the student or others~~
- 8) Any clothing that could cause damage to others or school property
- 9) ~~Clothing that is excessively torn, ripped, or cut~~
- 10) Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- 11) ~~"Crubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled~~
- 12) Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- 13) Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
- 14) Pants and shorts worn below the waist so as to expose undergarments
- 15) ~~"Pajama Pants" or pants that drag on the floor~~
- 16) Chains hanging or attached to pants or shorts
- 17) Coats during school hours unless the student has permission from a faculty member

- 18) Clothing with tears or holes, or a fit, that expose underclothes
- 19) Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.
- 20) Students are not allowed to use or carry blankets during the school day.

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.

Page 24 Searches:

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags. The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time. The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) or metal wands on school property and/or school sponsored activities.

Page 20: 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.

Nebraska City High School 2023-2024

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 Thompson
Assistant Principal
Activities Director**

It is a GREAT Day to be a Pioneer!

Table of Contents

WELCOME	5
Intent of Handbook	6
Nebraska City High School's Expectations:	7
Teachers	7
Parents	7
Students	7
BASIC SCHOOL RULES AND GENERAL PRACTICES	8
Accidents	8
Attendance	8
Excessive absenteeism	8
Planned absences	9
Attendance Officer	9
Discontinuing Enrollment – 16 and 17 Year Old Students	9
Bed Bugs	9
Bills	10
Books, Chromebook, and Supplies	10
Bulletin Boards	10
Bullying	10
Cell Phones and Other Electronic Devices	11
Child Abuse and/or Neglect	11
Class Dismissal	11
Classroom Conduct	12
Closed Campus	12
Communicating with Parents	12
Complaint Procedure	12
Computer Network Use by Students	14
Conferences/ Registration Event	16
Contact Information	16
Copyright and Fair Use	16
Damage to School Property	17
Dating Violence	17
Discrimination and Harassment	17
Dress Code	17
Driving and Parking Personal Vehicles	18
Drug Free Schools	18
Emergency Operations	18
Eye Exams	19
Food Service Program	19
Field Trips	20
First-Aid	20
Guidance	20
Group Disturbance and Walk Away You Get To Stay Regulation:	20
Head Lice	21
Homeless Children and Youth	21
Illness or Injury at school	21

Immunizations	21
Initiations or Hazing	22
Lockers and Other School Property	22
Lost and Found	22
Medications	22
Media Center	23
Personal Items / Nuisance Items	23
Pictures	23
Physical Exam	23
Police Questioning and Apprehension	23
Protection of Student Rights	23
Public Displays of Affection	24
Rights of Custodial and Non-Custodial Parents	24
School Day	24
Searches	24
Sexual Harassment	24
Smoking/Electronic Devices	25
Sniffer (Drug) Dogs	25
Staff Qualifications	25
Student Assistance	25
Student Fee Policy	25
Student Passes	29
Student Records	29
Student Schedule Changes	30
Tardiness	31
Teacher Assistants	31
Telephone calls	31
Transportation Services	31
Visitors to the building	32
Video Surveillance	32
Weather-Related School Closing	33
Withdrawal From School	33
Work Permits	33
SECTION TWO	34
ACADEMIC INFORMATION	34
Academic Integrity	34
Alternative Education Program	34
Cheating, Plagiarism, and Academic Dishonesty	34
Class Rank	35
Community Service	35
Credit Recovery	35
Cumulative Grade Point Average	35
Grading Scale	35
Percentage Grade Mark Points	35
Graduation Requirements	36
Early Entries	36

Homework	36
Honor Roll	37
Incompletes	37
Mid-Term Graduation Requirements	38
Report Cards	38
Varsity Academic Letters	38
SECTION THREE	38
STUDENT DISCIPLINE	38
Board of Education Discipline Policy:	38
General Discipline Philosophy	39
Levels of Unacceptable Behavior	39
Forms of School Discipline	40
Recovery Room Behavior Management Process	40
After School Sessions and Detentions	40
Saturday School	41
In-School Suspension	41
Short-Term Suspension	41
Long-Term Suspension	42
Expulsion	42
Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:	43
Due Process Afforded to Students Facing Long-term Suspension or Expulsion	45
SECTION FOUR	47
Student/Parent Activity Handbook	47
Extracurricular Activity Philosophy	47
Extracurricular Activity Code of Conduct	48
Attendance	54
Academic Standards	54
“Team Selection” and “Playing Time”	55
School Dances	55
Relationships Between Parents and Coaches/Sponsors	57
Good Sportsmanship—Behavior Expectations of Spectators	58
SECTION FIVE	60
FORMS - Must be signed and returned by August 29th.	60
STUDENT ACTIVITY RELEASE FORM	60
PHOTOGRAPH AND/OR VIDEO RELEASE	60
MEDICATION FORM	

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 available on PowerSchool that must be read, signed, and submitted no later than August 25th, 2023. These forms are available for review at the end of this handbook.

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

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

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – "Complaint Procedures".

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. Scot Davis por escrito al 306 S. 14th St., Nebraska City, NE 68410 o por teléfono al (402) 873-6641. 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. 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.

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

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 (with doctor's note), 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.

Excessive absenteeism

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 create a plan for increased attendance and academic success. The principal may require a physician's verification for absences related to illness. In addition, when a student has accumulated more than 5 absences during a semester, the school district may report the student's absences to the county attorney for truancy.

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 could 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.*

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 5th, 6th, 7th, and 8th 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.

Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

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, Chromebook, and Supplies

Students must take care of Chromebook, 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 and online 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.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a

teacher or administrator. Students can use the district's anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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.

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

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; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

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

Classroom Conduct

Student behavior and attitude in the classroom must lead to academic success. 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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
- 3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - 1. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - 1. All relevant details of the complaint;
 - 2. All witnesses and documents which the complainant believes support the complaint;
 - 3. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
- 4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
- 5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it 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.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.

Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

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

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

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

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.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network. Except for school related activities such as scholarship applications, college applications, or other approved activities.
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
 1. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 2. 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 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. Scot Davis at (402) 873 -6641, sdavis@nebcityps.org or in person at the 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 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/Student Appearance

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards.

Students are prohibited from wearing, **or displaying permanent or temporary body art**, 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, and bandannas during the school day.
- 4) **Hoods and/or anything that interferes with ability to hear (i.e. airpods) worn in common areas.**
- 5) Bare feet (some type of footwear must be worn)
- 6) Short-shorts, biker shorts, or cutoffs
- 7) Any clothing that could cause damage to others or school property
- 8) Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- 9) Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- 10) Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)

- 11) Pants and shorts worn below the waist so as to expose undergarments
- 12) Pants that drag on the floor
- 13) Chains hanging or attached to pants or shorts
- 14) Coats during school hours unless the student has permission from a faculty member
- 15) Clothing with tears or holes, or a fit, that expose underclothes
- 16) Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.
- 17) Students are not allowed to use or carry blankets during the school day.

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 ensure 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 2nd 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 Operations

Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations 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.

Safety Training: Provide information and training to students and staff including, but not limited to:

Evacuate and Bus Drills - Evacuate 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.

Secure 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 proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather 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.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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.

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

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

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

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 are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

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

Rights of Custodial and Non-Custodial Parents

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

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

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

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

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.

Searches

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags. The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time. The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) or metal wands on school property and/or school sponsored activities.

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.

Smoking/Electronic Devices

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

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
Intro to Industrial Technology - \$20.00
Woods 1 & 2 - \$10.00
Construction Academy - \$20.00
Drafting 1 & 2 - \$10.00
Auto - \$10.00
Welding 1, 2 & 3 - \$20.00
Welding Academy - \$20.00
Foods 1, 2 & 3 - \$20.00
Textiles 1, 2 & 3- project materials
Art 1 - \$5.00
Art 2 & 3/4 - \$15.00
Sculpture - \$15.00

Ceramics - \$5.00
Photography - \$20.00
Singers (freshman) - \$ 14.00
Band - \$10.00 instrument repair / \$20.00 marching shoes

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 \$2.10
 - Reduced Price \$0.30
- Breakfast Program – Grades 6-12
 - Regular Price \$2.10
 - Reduced Price \$0.30
- Lunch Program – Grades K-5
 - Regular Price \$3.00
 - Reduced Price \$0.40
- Lunch Program – Grades 6-12
 - Regular Price \$3.25
 - Reduced Price \$0.40
- Milk (each) \$0.50

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 | • Major field of study |
| • Address | • Telephone number, including |
| • E-mail address | 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 |
| | * Name of Parent/Guardian |
| • Certain class work intended for publication on the Internet | • Most recent previous school attended |
| • Classroom assignment and/or Homeroom teacher | • 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

Students 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.

1st Infraction- 5 school day suspension from the bus

2nd Infraction- 20 school day suspension from the bus

3rd 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.

Universal Screening

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

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.

Work Release

Work release will be given to students under certain circumstances for the seventh and eighth period. These work releases are offered by the school and are a privilege. The purpose of a work-release program is to allow the student time from school in which he or she can enter a learning situation as an employee of an individual or company to enhance his or her prospects of a fulfilled life after graduation. Therefore, the student must indicate how the job he or she is seeking will aid them in their future. Since the work release is a privilege and the school retains the right to revoke it at any time, the following guidelines will be followed in the offering of work releases. The form must be filed with the office before the student will be released.

- *Only juniors/seniors will be eligible for work releases; or students involved in school-sponsored programs.*
- *Work releases are granted only to students who maintain a passing academic record. Failing grades will automatically suspend the work release.*
- *Work releases are granted only if the employer is a bona fide employing agency. Students will not be given a work release to work at home.*
- *The work release form will be filed with the office and will be an agreement between the school, student, parent, and employer.*
- *Any disciplinary action required on the part of the student may terminate the work release agreement.*
- *All work releases must be approved through the office of the high school principal. The work release will automatically end on the last day of each school semester*

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.

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.

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 the Student Assistant Team at Nebraska City High School.

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 9th grade year; minimum of 20 hours completed by the end 10th grade year, and a minimum of 30 hours must be completed by the end of 11th 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 that 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. APEX 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

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

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 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

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 a 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 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:
 - o Philosophy of the coach
 - o Expectations the coach has for your child
 - o Locations and times of all practices and contests
 - o Team requirements
 - o Procedure should your child be injured
 - o Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - o Concerns expressed directly to the coach
 - o Notification of any schedule conflicts well in advance
 - o Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - o The treatment of your child, mentally, and physically
 - o Ways to help your child improve
 - o Concerns about your child's behavior
 - o 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:
 - o Playing time
 - o Team strategy
 - o Play calling
 - o Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - o Call to set up an appointment with the coach

- o 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?
 - o Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
 - o 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.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 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 2023-2024

Home of the Pioneers

909 1st 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: _____

Table of Contents

WELCOME

INTENT OF HANDBOOK

NOTICE OF NON-DISCRIMINATION

MISSION STATEMENT

BELIEF STATEMENTS

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Accidents

Attendance / Loss of Credit

Absences due to illness

Planned absences

Students are obligated to:

Parents are obligated to:

Bills

Books and Supplies

Bulletin Boards

Bullying

Cell Phones, Pagers and Other Electronic Devices

Child Abuse and/or Neglect

Class Dismissal

Classroom Behavior

Closed Campus

Communicating with Parents

Computer Network Use by Students

Complaint Procedure

Conferences

Copyright and Fair Use

Contact Information

Damage to School Property

Dating Violence

Dress Code

Drug Free Schools

Emergency Contact Information

Emergency Procedures

Eye Exams

Field Trips

First-Aid

Food and Drink Regulations

Food Service Program

Breakfast

Lunch

Payment for Meals

Notice of Non-discrimination

Collection of Delinquent Meal Charge Debt

Guidance

Group Disturbance and Walk Away You Get To Stay Regulation:

Head Lice
Health Problems
Homeless Children and Youth
Illness or Injury at school
Immunizations
Initiations or Hazing
Lockers and Other School Property
Lost and Found
Medications
Media Center
Parental Involvement
Personal Items / Nuisance Items
Physical Exam
Pictures and Playground Rules
Police Questioning and Apprehension
Protection of Student Rights
Public Displays of Affection
Rights of Custodial and Non-Custodial Parents
School Day
Sexual Harassment
Smoking
Sniffer (Drug) Dogs
Staff Qualifications
Student Assistance
Student Fee Policy
Definitions
Student Passes
Student Records
Directory Information
Student Schedule Changes
Tardiness
Telephone Calls
Threat Assessment and Response
Transportation Services
Universal Screeners
Visitors to the building
Video Surveillance
Weather-Related School Closing
Withdrawal From School

SECTION TWO

ACADEMIC INFORMATION

Grading Scale
Band Enrollment
Cheating, Plagiarism, and Academic Dishonesty
Homework
Honor Roll
Incompletes
PowerSchool
Promotion Guidelines
Report Cards
Top 10%

SECTION THREE

STUDENT DISCIPLINE

Board of Education Discipline Policy:

General Discipline Philosophy

Levels of Unacceptable Behavior

Forms of School Discipline

After School Sessions and Detentions

Saturday School

In-School Suspension

Short-Term Suspension

Long-Term Suspension

Expulsion

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

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

SECTION FOUR

Activities-

STATEMENT OF ACTIVITY PROCEDURES

Definitions

School Equipment

Event

Sportsmanship

Transportation

Officials

Profanity

Practice and Participation:

School Equipment

Sportsmanship

RULES AND STANDARDS FOR STUDENTS PARTICIPATION IN ACTIVITIES SPONSORED BY NEBRASKA CITY MIDDLE SCHOOLS

Academic Activity Eligibility

Attendance Patterns of Activity Participants

Decorum

Activities Participants Standards of Conduct and Sanctions:

Conduct Violation

Minimum Conduct Sanctions

Certification of Suspension

Special Regulations by Activity Coach/Sponsor

Philosophy

Nebraska Coaches Creed which reads...

Dances

Student Council

Before and After School Clubs

SECTION FIVE

FORMS

ADMINISTRATION OF

MEDICATION.....47

EMERGENCY INFORMATION:

STUDENT ACTIVITY RELEASE FORM

PHOTOGRAPH AND/OR VIDEO RELEASE

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 available on PowerSchool that must be read, signed, and submitted no later than August 25th, 2023. These forms are available for review at the end of this handbook.

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

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

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – “Complaint Procedures”.

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 should contact their teachers to collect and complete assignments in a timely manner. Assignments missed due to illness will be monitored through district grading and assignment resources.

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*

Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

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 Chromebooks, 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

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Safe 2 Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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.

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

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; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.

Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team. Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education. Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education. Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. 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/Appearance

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, or displaying permanent or temporary body art, with 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. AirPods (and the like) will not be worn unless given permission by staff
5. Bare feet (some type of footwear must be worn)
6. Short-shorts, biker shorts, or cutoff shorts
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
11. Pants and shorts worn below the waist so as to expose undergarments (sagging)

12. Pants that drag on the floor
13. Chains hanging or attached to pants or shorts
14. Coats during school hours unless the student has permission from a faculty member
15. Clothing with tears, holes, or a fit that expose undergarments
16. Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.
17. Students are not allowed to use or carry blankets during the school day.

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 Operations

- Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.
- **Threat Assessment:** The Emergency Operations 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.
- **Safety Training:** Provide information and training to students and staff including, but not limited to:
 - **Evacuate and Bus Drills** - Evacuate 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.
- **Secure 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 proceed as normal within the building.
- **Shelter Drill**- The alarm for an adverse weather 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.
- **Crisis:** Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

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 7:35 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.10 and adults \$2.10 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 6-8 is \$ 3.25.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

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.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. 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.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

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.

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

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

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

Health Problems

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 the 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.

Reasonable Suspicion Testing

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

Rights of Custodial and Non-Custodial Parents

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

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

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

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

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.

Searches

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags. The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time. The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) or metal wands on school property and/or school sponsored activities.

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.

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--\$6.00
- o FACS--\$2.00
- o Computers - \$2.00

7th Grade Exploratory classes

- o Art--\$2.00
- o I-tech--\$6.00
- o FACS--\$2.00
- o Computers - \$5.00

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 \$25.00 (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 \$2.10
 - Reduced Price \$0.30

- Lunch Program – Grades 6-12
 - Regular Price \$3.25
 - 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 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.

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 or middle 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.

UNIVERSAL SCREENING The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

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 the student, the 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

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 may 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 not 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.**~~

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/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 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. 1st Offense. Thursday contest – misses or is late on Friday. 2nd Offense. Though not necessarily consecutive, the student cannot participate after the 2nd 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 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 or middle 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 and Nebraska City Middle 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 21st Century Before and After School program do so with the understanding that all school rules outlined in this handbook are applicable.

Board of Education	
Mr. Jim Nemec	Board President
Mr. Kent Blum	Board Vice-President
Mr. Jeff Frields	Board Member
Mr. Nick Schmitz	Board Member
Mr. Rob Elson	Board Member
Mrs. Lisa Chaney	Board Member
Mr. Brent Shanholtz	Board Member
Mr. Don Loseke	Board Member
Ms. Stacie Higgins	Board Member

District Administrative Staff:	
Mr. Mark Fritch	Superintendent of Schools
Mr. Jason Hippen	Director of Student Services
Ms. Kate Sherwin	Director of Engagement
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 Thompson	High School Assistant Principal/Activities Director

Middle School Contacts:	
Mr. David Purdham	Dean of Students
Mrs. Katie Meredith	School Counselor
Mrs. Jenifer Tietz	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.

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 schools 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
Title I (2023-2024)
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: _____

Page 18 - Change:

Dress Code to Dress Code/Appearance:

Dress Code/Appearance

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, **or displaying permanent or temporary body art**, with 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. **Airpods (and the like) will not be worn unless given permission by staff**
5. Bare feet (some type of footwear must be worn)
6. Short-shorts, biker shorts, or cutoff shorts
7. ~~Hairstyles which distract from the learning process or the health and safety for either the student or others~~
8. Any clothing that could cause damage to others or school property
9. ~~Clothing that is excessively torn, ripped, or cut~~
10. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
11. ~~Students should make every effort to wear clean, neat and appropriate clothing to school.~~
12. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
13. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
14. Pants and shorts worn below the waist so as to expose undergarments (sagging)
15. ~~Pajama pants or pants that drag on the floor~~
16. Chains hanging or attached to pants or shorts
17. Coats during school hours unless the student has permission from a faculty member
18. Clothing with tears, holes, or a fit that expose undergarments
19. Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.
20. **Students are not allowed to use or carry blankets during the school day.**

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.

Page 28 - Add:

Searches:

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags. The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time. The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) or metal wands on school property and/or school sponsored activities.

Page 30 - Fees

We changed to a lump fee last year but left it this way. I would like to change it to just the \$10 for all students.

Band \$10.00

6th Grade Exploratory classes - \$10

- ~~o Art \$2.00~~
- ~~o I tech \$6.00~~
- ~~o FACS \$2.00~~
- ~~o Computers \$2.00~~

7th Grade Exploratory classes - \$10

- ~~o Art \$2.00~~
- ~~o I tech \$6.00~~
- ~~o FACS \$2.00~~
- ~~o Computers \$5.00~~

8th Grade Exploratory classes - \$10

- ~~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 \$25.00 (depends upon selection of project)~~
- ~~o FACS \$5.00~~

Page 44 - Remove: Do not currently have a recovery room para. Needs to be removed.

Recovery Room Management System: ~~This system allows a teacher to send a student that is not 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.**~~

Changes have been made to grammar, organization, and structure that are not directly mentioned

Northside Elementary School
Home of the Pioneers
2023-2024

1700 14th Avenue
Phone: 402-873-6033

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. Additional information will be released through bulletins and other sources throughout the year. 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 in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation. It 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.

There are several forms available on PowerSchool that must be read, signed, and submitted no later than August 18th, 2023. Please login to PowerSchool and complete these forms or contact the school for paper copies if needed.

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

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!

TABLE OF CONTENTS

Section I

Intent of Handbook	4
Notice of Non-Discrimination	4
Attendance Policies/Absence	4
Accidents	5
Address Change	5
Arrival at School	5
Bed Bugs	5
Bell Schedules	5
Bicycles	5
Birth Certificates	5
Bullying	5
Bus Transportation	5
Bus Rules & Violations	5-6
Cell Phones	6
Classroom Visit Procedures	6
Complaint Procedure	6-7
Code of Conduct/Student Discipline	7-13
Deliveries	13
Discipline	13
Dismissal	13
Dress For Students	13
Health	13-14
Homework	13
Immunizations	14
Library	14
Lice	14
Lost and Found	14
Medications	15
Nebraska Reads Act	15
Parent/Teacher Conferences	15
Parties & Party Invitations	15
Personal Property	15
Pets	15
Photographs	15
Property Damage or Loss	15
Report Cards	15
Searches	15
School Closing Information	15
Staff Qualifications	16
Telephone Calls	16
Visitors	16

Section II

Child Abuse and/or Neglect	17
Emergency Operations	17
Evidence of Birth Date	17
Family Educational Rights & Privacy Act (FERPA)	17-18
Missing Persons	18
Parent Involvement Policy	18
Proof of Immunization	18
Physical Evaluation and Vision Exam	19
Rights of Custodial & Non-Custodial Parents	19
Sexual Harassment	19
Special Education Service	19
Student Fees/Materials and Fines	19-20
Telecommunications Acceptable Use	20
Threat Assessment & Response	20-21
Universal Screening	21
USDA Non-Discrimination Policy	21-22
Video Surveillance and Photographs	22
Title I- School-Parent-Child Compact	23

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

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

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – “Complaint Procedures”.

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 Mr. Scot Davis por escrito al 306 S. 14th St., Nebraska City, NE 68410 o por teléfono al (402) 873-6641. 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. También vea la sección de “Discriminación y acoso” a continuación.

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 four (4) days from school for any reason, 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 may be 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 crises into consideration.

ABSENCES AND TARDINESS

Parents/Guardians should notify the elementary school office on the morning of a child’s absence before 9:00 a.m. If you have not made contact by 9:00 a.m., the school 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 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.

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	7:50
Morning Bell.....	8:10
Tardy Bell.....	8:15
Dismissal Bell.....	3:20

HAYWARD

Supervision Begins	7:50
Morning Bell.....	8:15
Tardy Bell.....	8:20
Dismissal Bell.....	3:25

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 7:40 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	

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

~~2nd – Violation: same as above, except that privileges of riding the bus will be suspended for 1 week (5 school days).~~

~~3rd – Violation: same as #1, except that privileges of riding the bus will be suspended for 2 weeks (10 school days).~~

~~4th – Violation: same as #1, except that privileges of riding the bus may be suspended for the rest of the semester.~~

Bus Rules:

1. Follow all adult directions and bus rules
2. Always demonstrate courteous/respectful behavior
3. No food/drink open until the route bus leaves the High School
4. Keep head, hands, and feet inside the bus and to yourself
5. Stay in your seat, no switching seats or standing, keep aisles clear
6. No inappropriate language or profanity
7. No toys or potential distractions from book bags
8. Phones - must use earbuds to listen to music, cannot be a distraction to the driver or to those around you. No taking pictures
9. No screaming or loud talking or noises
10. Absolute quiet at railroad tracks
11. Keep bus/vehicle clean (pick up all trash prior to exiting)

If misconduct occurs:

Students may be suspended from riding the bus for an inability to follow the bus rules. These consequences may be applied for rule infractions as determined by administration.

- 1st Infraction – Warning (minor infractions only)
- 2nd Infraction – 5 school day suspension from the bus
- 3rd Infraction – 10 school day suspension from the bus
- 4th Infraction – Removal of student from the bus for the remainder of the semester/year

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.

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

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

3rd - 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 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.

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 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).

1. The school district's discipline is guided by the following principles:
2. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
3. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
4. 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.
5. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
6. 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: 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, distractive 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 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 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 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.

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 that continue to disrupt the learning environment may 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 5:00 p.m. on days when school is in session.

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 the 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 snow boots/rubber boots and snow pants. 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 the 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

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

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

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

LOST AND FOUND

The school office will manage all lost and found items turned into the office. Parents and students are encouraged to check in with the office if an item was lost at school. The school is not liable for any items that were brought to school and lost on school grounds. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Pupils are 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.

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.

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. Times will vary and will be determined by the staff in each school.

Please try and arrange for private party invitations to be delivered outside of the school day.

PERSONAL PROPERTY

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

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 accompanies 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.

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.

Section II

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.

Emergency Operations

Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations 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.

Safety Training: Provide information and training to students and staff including, but not limited to:

Evacuate and Bus Drills - Evacuate 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.

Secure 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 proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather 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.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

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.

FAMILY EDUCATIONAL RIGHTS & 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.

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, determined 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.

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.

RIGHTS OF CUSTODIAL & 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

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.

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

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

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

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.

THREAT ASSESSMENT & 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 reports 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 _____. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. **Threat Assessment Investigation and Response**

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

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

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

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

UNIVERSAL SCREENING

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

USDA Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. 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.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

VIDEO SURVEILLANCE & 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.

Northside and Hayward Handbook changes.

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

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

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

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

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

Bus Rules:

1. Follow all adult directions and bus rules
2. Always demonstrate courteous/respectful behavior
3. No food/drink open until the route bus leaves the High School
4. Keep head, hands, and feet inside the bus and to yourself
5. Stay in your seat, no switching seats or standing, keep aisles clear
6. No inappropriate language or profanity
7. No toys or potential distractions from book bags
8. Phones - must use earbuds to listen to music, cannot be a distraction to the driver or to those around you. No taking pictures
9. No screaming or loud talking or noises
10. Absolute quiet at railroad tracks
11. Keep bus/vehicle clean (pick up all trash prior to exiting)

If misconduct occurs:

Students may be suspended from riding the bus for an inability to follow the bus rules. These consequences may be applied for rule infractions as determined by administration.

- 1st Infraction – Warning (minor infractions only)
- 2nd Infraction – 5 school day suspension from the bus
- 3rd Infraction – 10 school day suspension from the bus
- 4th Infraction – Removal of student from the bus for the remainder of the semester/year

**Alternative
School
Handbook
2023-2024**

STUDENTS ATTENDING THE DISTRICT ALTERNATIVE SCHOOL ARE SUBJECT TO THE HANDBOOKS OF NEBRASKA CITY MIDDLE SCHOOL OR NEBRASKA CITY HIGH SCHOOL FIRST. THIS ALTERNATIVE SCHOOL HANDBOOK IS SPECIFICALLY DESIGNED FOR THE DISTRICT ALTERNATIVE SCHOOL AND IS AN EXTENSION OF THE BUILDING HANDBOOKS.

NEBRASKA CITY PUBLIC SCHOOLS

Alternative Education Program

MISSION STATEMENT: The mission of the NCPS Alternative Education Program is to empower all students with the knowledge, skills and attitudes to meet the challenges of our changing world. All educational planning will be facilitated with the support and cooperation of the student, family, community and educational staff. The Nebraska City Public School Alternative Education program will provide individualized alternative learning opportunities for students at risk of not completing school.

PHILOSOPHY: The philosophy is based upon the belief that students have a right to a free, appropriate, public education; and students, when offered the appropriate environment, can experience educational success. The traditional educational model, effective as it may be for the majority of our students, does not provide the right environment for all students.

COURSE OF STUDY: The academic program offers online credit recovery and course replacement in core subject areas and electives. The program is structured in a manner that promotes course completion and credit acceleration. For High School students, credits are earned when passing a class.

TARGET POPULATION: Below are characteristics of at-risk students whose needs may be met through the Nebraska City Public School Alternative Education Program. Students who:

- Are at risk of dropping out of school
- Have a demonstrated need for consistency in curriculum and/or scheduling
- Have demonstrated a need for instructional pacing that is different from a traditional classroom
- Have needs outside the classroom that require more flexible scheduling
- Are entering the district from a similar setting in another district
- Whose behavior disrupts the regular education setting
- Have frequent absenteeism that has resulted in loss of credits

EXPECTED OUTCOMES:

- Increase in acquired student knowledge
- Increased student productive behavior
- Increased student attendance
- Daily completed course work

BUILDING RULES:

- I will respect school property
- I will arrive at school no earlier than ten minutes before my session begins
- Upon arrival at school, I will enter the building immediately
- I will turn over my cell phone upon entering the building
- I will not loiter around other school facilities
- If I drive to school, I will not loiter in the parking lot. I will not return to my car until school is dismissed unless I have permission to do so

STUDENT BEHAVIOR:

- I will attend school everyday, unless I am ill or am out of town
- If I am going to be absent or tardy for any reason, a parent or myself will call or text the Alternative School cell phone number (402-209-0253) to explain the absence
- I will behave in an appropriate manner at all times. I will remember that aggressiveness and inappropriate gesturing are unacceptable
- I will use appropriate language. I will remember that profanity and inappropriate innuendoes are not acceptable
- I will treat staff members, fellow students and visitors with respect
- I will respect others' privacy
- I will respect my own and other's personal space
- I will not interrupt others when they are speaking
- I will dress appropriately
- I will not use, or have in my possession, tobacco, alcohol, weapons, ecigerattes, or any illegal substances while on the premises of the NCPS Alternative Education Program or any other Nebraska City Public Schools facility.

CLASSROOM EXPECTATIONS:

- I will show up on time and be prepared
- I will complete daily assignments to the best of my ability and I understand that any grade below 70% will need to be redone.
- I will contribute creatively and productively to any independent or group activity.

INDIVIDUALIZED EXPECTATIONS:

- Students admitted to the NCPS Alternative Education Program will have an Individualized Student Contract developed for them. The Contracts will be individualized with specific student expectations that reflect each student's abilities and specific needs. A careful analysis of each students' transcripts or team meetings will determine which courses will be assigned.

COURSE WORK:

- Students are expected to complete at least, 5 lessons a day
- A score of 70% or lower is not considered passing and needs to be redone
- Students earning a score of 70% or higher will pass the lesson
- A score of 70% or better for an entire class will mean that class has been passed. High School students earn 5 credits for each class passed

PERSONAL BELONGINGS:

- Students are responsible for the safekeeping of all their personal belongings. Any valuable items should not be brought to school or kept in the teacher's office.

CELL PHONES:

- Student cell phones must be turned into the teacher upon entering the building. (Cell phone usage may be earned if a student passes 5 lessons a day for two consecutive weeks)

PARENT/TEACHER CONFERENCES:

- Parent/teacher conferences will follow the school calendar and occur on the designated dates using the scheduled dismissal times. Parents are encouraged to contact NCPS Alternative Education staff for an appointment anytime they have a question or concern regarding their student.

EMERGENCY OPERATIONS:

- Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.
- Threat Assessment: The Emergency Operations 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.

Safety Training: Provide information and training to students and staff including, but not limited to:

- Evacuate and Bus Drills - Evacuate 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.
- Secure 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 proceed as normal within the building.
- Shelter Drill- The alarm for an adverse weather drill will be an announcement. Students will proceed to the designated area. 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 designated area, students must remain quiet until the “ALL CLEAR” is sounded. A verbal announcement will send students back to classes.

ATTENDANCE POLICY/SICK LEAVE:

- Students are expected to attend school everyday class is in session. If a student is going to be absent, he/she or student parent will call or text the Alternative School Cell phone number to inform school personnel.
- Communication is the key to our success with attendance. When in doubt, talk to school personnel.

CLASS TIMES:

- Alternative School will offer two different sessions where students may take classes. Session one is 8:30-11:00 AM. Session two is 12:00-2:30 PM. Students are only enrolled for one session unless two sessions are approved by administration.

CURRICULUM DELIVERY SYSTEM:

- The Apex online courseware offers over 100 NCAA approved online courses. Flexible course scheduling and 24/7 access. Ability to work at your own pace each week. Engaging, interactive curriculum.
- Class sessions may be canceled for the day in the event the internet is not working.

CONDITIONS FOR SUCCESS:

- **ABILITY TO WORK INDEPENDENTLY:** In order to accomplish the goals of our program, the NCPS Alternative Education Program students need to demonstrate the ability to work independently in the program. This includes being able to set daily, weekly and long term goals and being able to achieve these goals.

RETURN TO BUILDING PLANS WILL BE DETERMINED ON AN INDIVIDUAL BASIS FOR EACH STUDENT.

Nebraska City Public Schools

High School



Chromebook Policy & Usage Handbook

2023-2024

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 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 (nebcityps.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, *at the discretion of the administration*, 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 (nebcityps.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 nebcityps.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 uses 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 that 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 are 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 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.

Printed Student Name

Grade

Student Signature

Date

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.