

Board of Education Regular Meeting  
Monday, July 12, 2021 7:40 PM  
Library--Superior High School, Superior, NE  
PO Box 288  
Superior, NE 68978

1. Routine Business
  - 1.1. Call Meeting to Order
  - 1.2. Pledge of Allegiance
  - 1.3. Roll Call
  - 1.4. Excuse Absent Board Member(s)
  - 1.5. Approval of Agenda
2. Regular Meeting Agenda
  - 2.1. Public Participation
  - 2.2. Presentations - Staff/Students
    - 2.2.1. Presentation from Clark and Enersen, Architects
      - 2.2.1.1. Superintendent's Report
        - Lunch 2021-22
        - Project Update
          - Lockers
          - Carpet
          - Fencing
          - Gym floors
          - bi-polar ionization

2.2.1.2. Report from Board Committees

2.3. Consent Agenda

2.3.1. Approval of Previous Minutes

2.3.2. Approval of Treasurer's Report

2.3.3. Approval of School Activity Fund Report

2.3.4. Approval of Revenue Budget Report

2.3.5. Approval of Expense Budget Report

2.4. Approval of Previous Months Claims

2.5. Policy Changes

2.6. Disposal of Property

2.7. Local Substitute Certificates

2.8. Elementary Handbook

2.9. Secondary Handbooks

2.10. Staff Handbook

2.11. Title IX Coordinator

2.12. Certified Hire

3. Correspondence

3.1. July Board Quicks

3.2. NASB Monthly Board Update

4. Items for Next Board Meeting

Budget Workshop Dates.

5. Adjournment

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011  
SUPERIOR PUBLIC SCHOOLS  
SUPERIOR, NEBRASKA  
June 14, 2021

Matt Bargaen: Absent, Brad Biltoft: Present, Jason Jensen: Present, Peggy Meyer: Present, Luke Meyers: Present, Matt Sullivan: Present. Present: 5, Absent: 1.

Posted Locations:

- The Superior Express
- Superior Public Schools
- <https://www.superiorwildcats.org/>

Posted Dates: 06/07/2021 Superior Public Schools and <https://www.superiorwildcats.org/>  
06/10/2021 The Superior Express

1. Routine Business

1.1. Call Meeting to Order

Meeting was called to order at 7:31 p.m. by Matt Sullivan

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Member(s)

Motion to excuse absent board member Matt Bargaen carried with a motion by Jason Jensen and a second by Luke Meyers.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan:  
Aye

Aye: 5, Nay: 0

1.5. Approval of Agenda

Motion to approve agenda as presented carried with a motion by Luke Meyers and a second by Peggy Meyer.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan:  
Aye

Aye: 5, Nay: 0

2. Regular Meeting Agenda

2.1. Public Participation

2.2. Presentations - Staff/Students

2.3. Student Ambassador Report

## 2.4. Consent Agenda

Motion to approve consent agenda as presented carried with a motion by Brad Biltoft and a second by Peggy Meyer.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 5, Nay: 0

### 2.4.1. Approval of Previous Minutes

### 2.4.2. Approval of Treasurer's Report

### 2.4.3. Approval of School Activity Fund Report

### 2.4.4. Approval of Revenue Budget Report

### 2.4.5. Approval of Expense Budget Report

## 2.5. Approval of Previous Months Claims

Motion to approve General Fund claims for May 2021 in the amount of \$728,227.45 carried with a motion by Peggy Meyer and a second by Jason Jensen.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 5, Nay: 0

## 2.6. 2021-2022 Occupational Therapist Interlocal Agreement

Motion to approve 2021-2022 Occupational Therapist Interlocal Agreement with Blue Hill and South Central Unified School District #5 carried with a motion by Luke Meyers and a second by Brad Biltoft.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 5, Nay: 0

## 2.7. Policy #3014 Use of School Property

Motion to revise Policy #3014 Use of School Property carried with a motion by Peggy Meyer and a second by Matt Sullivan.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 5, Nay: 0

## 2.8. Review, discuss, and take action to approve a purchase agreement for two tracts of land with The Scully Estates Limited Partnership in the amount of \$170,000.

Motion to approve the purchase agreement for two tracts of land with The Scully Estates Limited Partnership in the amount of \$170,000 and authorize the board president and/or superintendent to execute the purchase agreement and to take any other action necessary to purchase the property carried with a motion by Jason Jensen and a second by Luke Meyers.

Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 5, Nay: 0

### 3. Correspondence

#### 3.1. June 2021 Board Quicks

#### 3.2. NASB Monthly Board Update

Board watched video of Legislative news as well as update on board meeting minutes.

### 4. Discussion Items

#### 4.1. Policy Review - Section 3 continued

#### 4.2. Special Services Director Report

#### 4.3. Superintendent's Report

##### 1. Update on busses

##### 2. Update on flooring

##### 3.

The Unicameral ended its session a little early. NRCSA has been working on several bills. When help is needed we will be in contact with you. A few bills that were passed into law:

- LB 2 (Sen. Briese): Sets ag land valuations at 50% of actual value in school bond elections. LB 2 only affects bond elections that are passed after the operative date of January 1, 2022.
- LB 83 (Sen. Flood): Provides for the use of virtual meetings of some public bodies, including ESU Boards of Education and the ESUCC. Public school Boards of Education are not provided that same opportunity, other than in a declared emergency situation. Another provision in the law states that school districts must post Board of Education agendas and minutes on the school website. The law became operative on April 22, 2021.
- LB 143 (Sen. Kolterman): Requires DHHS to contact a school district before placing a foster child in the district. NRCSA supported the bill. The bill passed and has an effective date of August 28, 2021. NRCSA appreciates the work of Supt. Brad Best of Heartland for his work on this bill over the past two years.
- LB 322 (Williams): Requires NDE to develop a statewide reporting system that will allow individuals, including students, school staff, parents, and others to anonymously

report possible threats to people or school property. The system would then alert the school safety and security team. It became operative on May 25, 2021.

- LB 388 (Sen. Friesen at the request of the Governor). Provides state funding for projects to increase availability of broadband in rural areas. NRCSA supported LB 388. It went into effect on May 27, 2021.
- LB 389 (Sen. Sanders): Provides for the issuance of a Nebraska teaching permit to spouses of military personnel stationed in Nebraska if he/she holds a valid teaching certificate in another state. The law goes into effect on August 28, 2021.
- LB 396 (Sen. Brandt): Establishes the Nebraska Farm-to-School Program. Provisions of the bill include (1) providing school lunch programs with locally produced fresh food, (2) provide for programs to encourage students to eat healthy. It becomes operative on August 28, 2021.
- LB 452 (Sen. McKinney): Creates the Financial Literacy Act. Beginning with the 2023-24 school year, districts will be required to provide financial literacy in elementary and middle school, and require high school students to complete a financial literacy class as a graduation requirement. NDE is required to develop content standards. The law becomes operative on August 28, 2021.
- LB 639 (Day): Adopts the Seizure Safe Schools Act. It requires each school to have at least one employee who is trained to deal with situations involving a response to seizures. Schools will be required to develop seizure action plans. The law goes into effect on August 28, 2021.
- LB 644 (Sen. Ben Hansen): Requires political subdivisions, including school districts, to participate in a public hearing if the subdivision intends to raise its property tax request from the previous year by more than 2% plus real growth. The subdivision is required to appoint a representative to be a representative at the meeting. A postcard will be mailed by the county containing notice of the meeting and the political subdivisions involved in the hearing. The law establishes some date changes to the budgeting schedule that Superintendents and Boards of Education will want to pay particular attention to. The law has an effective date of January 1, 2022.

Mr. Kobza gave update on busses and their potential arrival date of September 1; middle school and elementary gym floors have been sanded down; and he summarized unicameral news.

#### 4.4. Report from Board Committees

Building and grounds met June 2nd. Discussion took place about locker room, flooring in middle school, new lockers in middle school and high school, and contract with Rutt's. Also discussed campus master plan, stadium, parking lot, entryway. Americanism and safety committee will need to meet when school starts.

#### 4.5. Budget Workshop

Will set date after July meeting.

#### 4.6. College Credit Classes

Reviewed college classes.

#### 4.7. Summer School

Summer School begins Monday, June 21.

#### 4.8. June Legislative Notes

4.9. Federal Funds under ESSER III - The board will receive input on potential expenditures for money allocated through ESSER III

Mr. Kobza gave summary of ESSER III spending that continues through 2024 and what could be purchased. Discussed teacher exchange program, support for those students that fell behind in reading and math during covid. Possible purchase of furniture to help with social distancing, professional development can also be included. Will be submitting a plan in July but it can be adjusted as needed.

#### 5. Items for Next Board Meeting

Policy changes, Parental Involvement Hearing, Student Fee Hearing

#### 6. Adjournment

Meeting adjourned at 8:26 p.m. by M Sullivan

# Superior Public Schools

## June 2021 Cash Summary Report

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Ending Balance</b>
01	General Fund	\$2,236,905.04	\$856,149.48	(\$727,280.15)	\$2,365,774.37
02	Depreciation Fund	\$605,268.58	\$53.78	(\$20,234.25)	\$585,088.11
03	Employee Benefit Fund	\$55,577.40	\$2.28	\$0.00	\$55,579.68
06	School Nutrition Fund	\$82,996.15	\$20,327.51	(\$20,118.79)	\$83,204.87
07	Bond Fund	\$499,243.95	\$72,674.45	(\$51,033.75)	\$520,884.65
08	Special Building Fund	\$544,484.19	\$68,237.69	(\$25,947.40)	\$586,774.48
09	QCPUF Fund	\$510.34	\$2.00	\$0.00	\$512.34
<b>Sub Total</b>		<b>\$4,024,985.65</b>	<b>\$1,017,447.19</b>	<b>(\$844,614.34)</b>	<b>\$4,197,818.50</b>

**June 2021**

**Bills**

Original List	\$	240,203.05
Voided Expenditure Checks	\$	-
Receipts Posted to Expenditure Accounts	\$	(947.30)
Total	\$	239,255.75

**Additions**

	\$	-
	\$	-
	\$	-
Total Additions	\$	-

**Total Bills** \$ 239,255.75

**Payroll & Benefits**

Original Total	\$	488,024.40
Additions/Corrections	\$	-
Total	\$	488,024.40

**Total Payroll & Benefits** \$ 488,024.40

**June Expenditure Adjusted Grand Total** \$ 727,280.15

**GENERAL FUND RECAP - June 2021**

Beginning Balance 05-31-2021	\$	2,236,905.04
Receipts	\$	856,149.48
Expenditures	\$	727,280.15
Ending Balance 06-30-2021	\$	2,365,774.37

**SUPERIOR PUBLIC SCHOOLS****TREASURER'S REPORT**

June 2021

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**DEPRECIATION FUND****F&M Bank**

Beg Balance 05/31/2021	\$605,268.58
Receipts	\$53.78 interest
Disbursements	\$20,234.25 Computer Hardware (Chromebooks)
Ending Balance 06/30/2021	\$585,088.11

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**QUALIFIED CAPITAL PURPOSE FUND****F&M Bank**

Beg Balance 05/31/2021	\$510.34
Receipts	\$1.95 County Proceeds \$0.05 interest
Disbursements	\$0.00
Ending Balance 06/30/2021	\$512.34

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**BOND FUND****Horizon Bank**

Beg Balance 05/31/2021	\$499,243.95
Receipts	\$72,553.13 County Proceeds \$121.32 interest
Disbursements	\$3,992.50 BOKF, NA (2012 bond) \$47,041.25 BOKF, NA (2019 bond refi)
Ending Balance 06/30/2021	\$520,884.65

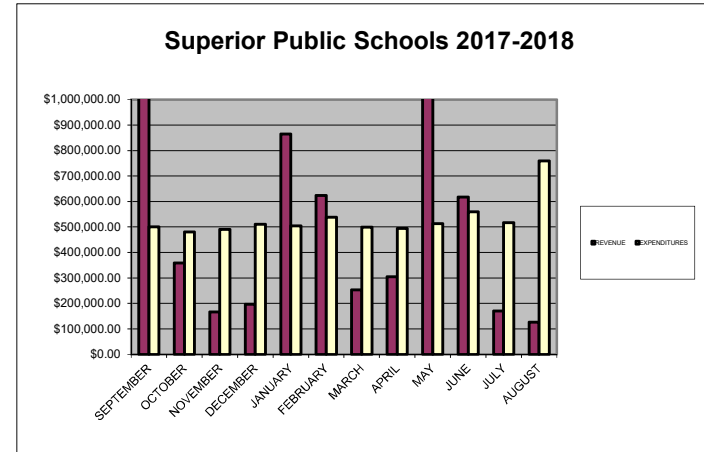
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**SPECIAL BUILDING FUND****Home Federal**

Beg Balance 05/31/2021	\$544,484.19
Receipts	\$66,584.36 County Proceeds \$153.33 interest \$1,500.00 scoreboard ad
Disbursements	\$11,033.00 Yanda's Music (HS gym sound system) \$14,914.40 Egan Supply (gym floor refinishing)
Ending Balance 06/30/2021	\$586,774.48

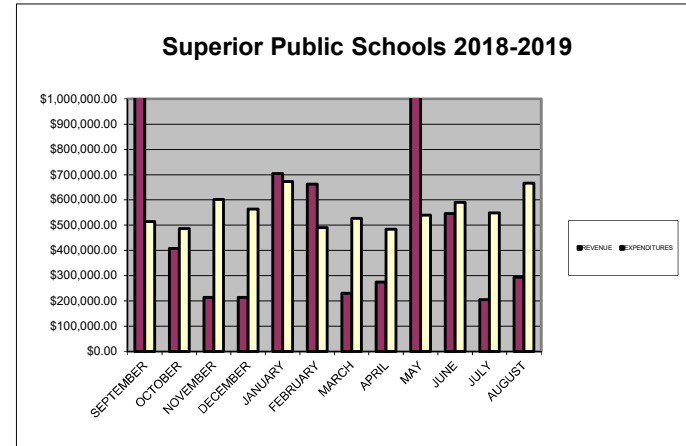
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2017-2018 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,181,030.30	\$1,119,270.98	\$500,244.63	\$2,800,056.65
OCTOBER	\$2,800,056.65	\$358,893.97	\$480,605.17	\$2,678,345.45
NOVEMBER	\$2,678,345.45	\$166,344.93	\$490,951.08	\$2,353,739.30
DECEMBER	\$2,353,739.30	\$197,119.16	\$510,728.63	\$2,040,129.83
JANUARY	\$2,040,129.83	\$864,513.40	\$503,624.37	\$2,401,018.86
FEBRUARY	\$2,401,018.86	\$623,163.35	\$538,072.19	\$2,486,110.02
MARCH	\$2,486,110.02	\$253,219.56	\$499,068.01	\$2,240,261.57
APRIL	\$2,240,261.57	\$303,981.81	\$494,240.72	\$2,050,002.66
MAY	\$2,050,002.66	\$1,596,500.95	\$512,663.51	\$3,133,840.10
JUNE	\$3,133,840.10	\$616,663.58	\$558,894.01	\$3,191,609.67
JULY	\$3,191,609.67	\$170,396.55	\$516,223.32	\$2,845,782.90
AUGUST	\$2,845,782.90	\$125,580.82	\$759,715.85	\$2,211,647.87



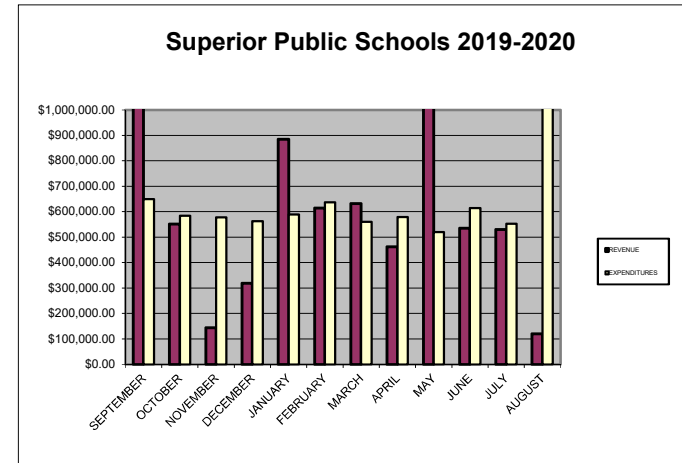
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2018-2019 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,211,647.87	\$1,179,294.60	\$514,619.07	\$2,876,323.40
OCTOBER	\$2,876,323.40	\$408,247.35	\$486,399.08	\$2,798,171.67
NOVEMBER	\$2,798,171.67	\$214,450.66	\$601,826.77	\$2,410,795.56
DECEMBER	\$2,410,795.56	\$214,513.74	\$563,437.36	\$2,061,871.94
JANUARY	\$2,061,871.94	\$704,774.93	\$673,228.58	\$2,093,418.29
FEBRUARY	\$2,093,418.29	\$663,288.73	\$490,225.81	\$2,266,481.21
MARCH	\$2,266,481.21	\$230,221.70	\$526,622.90	\$1,970,080.01
APRIL	\$1,970,080.01	\$275,606.87	\$483,913.91	\$1,761,772.97
MAY	\$1,761,772.97	\$1,618,621.40	\$539,819.49	\$2,840,574.88
JUNE	\$2,840,574.88	\$546,574.89	\$590,013.02	\$2,797,136.75
JULY	\$2,797,136.75	\$204,807.75	\$548,279.53	\$2,453,664.97
AUGUST	\$2,453,664.97	\$294,025.51	\$666,084.59	\$2,081,605.89



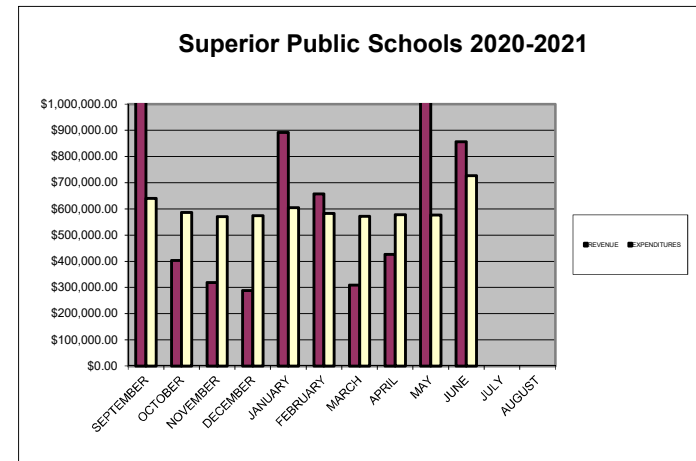
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2019-2020 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,081,605.89	\$1,140,743.32	\$649,859.92	\$2,572,489.29
OCTOBER	\$2,572,489.29	\$551,559.00	\$584,510.28	\$2,539,538.01
NOVEMBER	\$2,539,538.01	\$143,851.40	\$577,781.45	\$2,105,607.96
DECEMBER	\$2,105,607.96	\$318,249.77	\$563,042.07	\$1,860,815.66
JANUARY	\$1,860,815.66	\$885,052.02	\$589,545.70	\$2,156,321.98
FEBRUARY	\$2,156,321.98	\$614,680.36	\$636,514.66	\$2,134,487.68
MARCH	\$2,134,487.68	\$632,297.03	\$560,310.40	\$2,206,474.31
APRIL	\$2,206,474.31	\$462,013.82	\$579,090.64	\$2,089,397.49
MAY	\$2,089,397.49	\$1,271,335.81	\$520,376.23	\$2,840,357.07
JUNE	\$2,840,357.07	\$535,382.77	\$614,054.80	\$2,761,685.04
JULY	\$2,761,685.04	\$529,969.38	\$552,830.43	\$2,738,823.99
AUGUST	\$2,738,823.99	\$119,254.29	\$1,107,848.56	\$1,750,229.72



**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2020-2021 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,750,229.72	\$1,270,816.74	\$640,026.23	\$2,381,020.23
OCTOBER	\$2,381,020.23	\$402,654.95	\$586,564.61	\$2,197,110.57
NOVEMBER	\$2,197,110.57	\$318,877.70	\$570,306.88	\$1,945,681.39
DECEMBER	\$1,945,681.39	\$288,275.08	\$574,210.33	\$1,659,746.14
JANUARY	\$1,659,746.14	\$891,465.75	\$605,021.17	\$1,946,190.72
FEBRUARY	\$1,946,190.72	\$656,809.29	\$582,762.55	\$2,020,237.46
MARCH	\$2,020,237.46	\$309,509.02	\$571,916.06	\$1,757,830.42
APRIL	\$1,757,830.42	\$425,963.71	\$577,657.26	\$1,606,136.87
MAY	\$1,606,136.87	\$1,207,261.61	\$576,493.44	\$2,236,905.04
JUNE	\$2,236,905.04	\$856,149.48	\$727,280.15	\$2,365,774.37
JULY				
AUGUST				



# Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.  
From 06/01/2021 to 06/30/2021.

Site ID	Site Name	Rep ID	Reporting ID Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Activity ID	Activity Name							
SPS	Superior Public Schools							
100	Athletics			3,816.43	20,012.00	9,615.89	0.00	14,212.54
110	Boys' Basketball			1,207.94	0.00	0.00	0.00	1,207.94
115	Cross Country			171.22	0.00	0.00	0.00	171.22
120	Girls' Basketball			2,872.45	750.00	719.10	0.00	2,903.35
125	Boys' Golf			73.36	0.00	0.00	0.00	73.36
130	Football			7,654.08	2,712.00	4,932.00	0.00	5,434.08
135	JH Football			8.50	0.00	0.00	0.00	8.50
140	JH Volleyball			460.11	0.00	0.00	0.00	460.11
145	JH Girls Basketball			97.86	0.00	0.00	0.00	97.86
150	Girls' Golf			0.00	332.00	0.00	0.00	332.00
170	Volleyball			4,624.96	0.00	155.25	0.00	4,469.71
180	Wrestling			3,211.46	0.00	0.00	0.00	3,211.46
190	Track			-2.28	288.15	0.00	0.00	285.87
300	Archery			1,095.31	0.00	0.00	0.00	1,095.31
305	Art Club			20.72	0.00	0.00	0.00	20.72
320	Community Service Club			2,008.72	0.00	220.68	0.00	1,788.04
325	Drama			142.63	750.00	0.00	0.00	892.63
335	FBLA			2,978.83	0.00	0.00	0.00	2,978.83
345	FFA			14,604.71	138.00	7,509.91	0.00	7,232.80
350	Foreign Language			1,730.95	0.00	0.00	0.00	1,730.95
355	S Club			347.13	0.00	283.50	0.00	63.63
360	Speech			649.57	250.00	0.00	0.00	899.57
365	Student Council			7,264.23	0.00	211.85	0.00	7,052.38
370	Drill Team			2,813.42	1,345.00	0.00	0.00	4,158.42
500	Elementary K-5			10,659.03	0.00	95.27	0.00	10,563.76
505	Middle School			1,018.71	0.00	236.88	0.00	781.83
510	Secondary			2,280.20	0.00	0.00	0.00	2,280.20
511	Secondary PBIS			528.92	0.00	10.03	0.00	518.89
519	Class of 2019			0.00	0.00	0.00	0.00	0.00
520	Class of 2020			0.00	0.00	0.00	0.00	0.00
521	Class of 2021			1,300.05	0.00	706.95	0.00	593.10
522	Class of 2022			2,901.53	0.00	0.00	0.00	2,901.53
523	Class of 2023			4,612.83	0.00	0.00	0.00	4,612.83
524	Class of 2024			1,677.76	0.00	0.00	0.00	1,677.76
610	Ag Ed			592.52	0.00	0.00	0.00	592.52
615	Ag Trip			1,206.35	1,972.51	206.44	0.00	2,972.42
620	Art Fund			2,762.57	0.00	0.00	0.00	2,762.57
630	Music			22,102.71	0.00	1,242.28	0.00	20,860.43
640	Flashlight			10,796.09	0.00	190.00	0.00	10,606.09
650	Greenhouse			64.72	0.00	0.00	0.00	64.72
660	Industrial Arts			3,985.01	0.00	0.00	0.00	3,985.01
670	Student Purchases			0.00	0.00	0.00	0.00	0.00
690	Yearbook			165.24	4,000.00	0.00	0.00	4,165.24

# Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.  
From 06/01/2021 to 06/30/2021.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Rep ID	Reporting ID Name					
Activity ID	Activity Name					
800	Backpack Program	11,518.16	189.20	0.00	0.00	11,707.36
805	EPOCH	519.10	0.00	0.00	0.00	519.10
810	Flower Fund	551.29	0.00	22.40	0.00	528.89
820	Alumni Board	261.49	0.00	0.00	0.00	261.49
830	Library Fund	563.99	0.00	0.00	0.00	563.99
850	Weight Room	60.91	0.00	0.00	0.00	60.91
860	Teachers' Workroom	1,375.98	0.00	80.00	0.00	1,295.98
870	Therapy Dog	516.45	0.00	0.00	0.00	516.45
880	Wildcat Food	5,445.96	47.49	0.00	0.00	5,493.45
890	Wellness Grant	146.46	0.00	27.99	0.00	118.47
990	Interest	1,836.07	4.16	177.38	0.00	1,662.85
<b>Totals:</b>		<b>147,302.41</b>	<b>32,790.51</b>	<b>26,643.80</b>	<b>0.00</b>	<b>153,449.12</b>
<b>SPS Totals:</b>		<b>147,302.41</b>	<b>32,790.51</b>	<b>26,643.80</b>	<b>0.00</b>	<b>153,449.12</b>
<b>Report Totals:</b>		<b>147,302.41</b>	<b>32,790.51</b>	<b>26,643.80</b>	<b>0.00</b>	<b>153,449.12</b>

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
100	Athletics					
SPS	Superior Public Schools					
033748 Cleared	06/04/2021 06/30/2021	Amazon Capital Services	No	1D3Y-64R3-1KWJ	Kim Williams Track records board letters	14.85
033751 Cleared	06/04/2021 06/30/2021	Lost Creek Welding	No	051021	Kim Williams pole vault standard	60.00
033754 Cleared	06/04/2021 06/30/2021	Pyramid School Products	No	S1427028.001	Kim Williams Bballs, Vballs, whistles, lanyards	644.23
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	120025	Kim Williams State Track meals	581.87
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	052221	Kim Williams Embassy Suites-State track lodging	4,309.20
033761 Cleared	06/10/2021 06/30/2021	Nebraska School Activities Association	No	2021-2022	Kim Williams 2021-2022 Activities registration	1,170.00
033766 Printed	06/23/2021 06/23/2021	Awards Unlimited, Inc.	No	477430	Kim Williams 2020 Superior Track Invite awards	746.12
033766 Printed	06/23/2021 06/23/2021	Awards Unlimited, Inc.	No	477431	Kim Williams 2020 Ed Weir Track awards	684.71
033766 Printed	06/23/2021 06/23/2021	Awards Unlimited, Inc.	No	477432	Kim Williams 2020 Boys Golf awards	173.94
033766 Printed	06/23/2021 06/23/2021	Awards Unlimited, Inc.	No	477433	Kim Williams 2020 JH Elks Track awards	985.52
033766 Printed	06/23/2021 06/23/2021	Awards Unlimited, Inc.	No	477429	Kim Williams 2019 Conger award	28.04
033766 Printed	06/23/2021 06/23/2021	Awards Unlimited, Inc.	No	486784	Kim Williams Chenille pins	53.43
033770 Cleared	06/23/2021 06/30/2021	S&S Worldwide, Inc	No	IN100781844	Kim Williams Volleyballs	163.98
					Total for SPS - Superior Public Schools:	9,615.89
					Total for 100 - Athletics:	9,615.89

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID	Activity Name Site Name	Check # Status	Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<b>120</b>		<b>Girls' Basketball</b>					
SPS		Superior Public Schools					
033762 Cleared	06/11/2021 06/30/2021	Centennial Girls Basketball	No	2021	Kim Williams	GBB team camp-2 teams	300.00
033763 Printed	06/11/2021 06/11/2021	KCHS Girls Basketball Camps	No	2021	Kim Williams	GBB team camp	150.00
033768 Printed	06/23/2021 06/23/2021	Kaitlyn Carter	No	06172021	Kim Williams	camp refund	25.00
033772 Printed	06/29/2021 06/29/2021	Jacob Nannen	No	June 2021	Kim Williams	reimb for GBB camp food	244.10
						Total for SPS - Superior Public Schools:	719.10
						Total for 120 - Girls' Basketball:	719.10
<b>130</b>		<b>Football</b>					
SPS		Superior Public Schools					
033749 Printed	06/04/2021 06/04/2021	Hastings College Athletic Department	No	06132021	Kim Williams	FB team camp	3,220.00
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	5012248	Kim Williams	Doane FB 7 on 7 camp	212.00
033774 Printed	06/30/2021 06/30/2021	Jay Long	Yes	06302021	Kim Williams	FB camp	1,500.00
						Total for SPS - Superior Public Schools:	4,932.00
						Total for 130 - Football:	4,932.00
<b>170</b>		<b>Volleyball</b>					
SPS		Superior Public Schools					
033756 Cleared	06/04/2021 06/30/2021	Superior Pharmacy	No	364682	Kim Williams	end of season inspirational	106.75
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	19311643	Kim Williams	Dollar General-end of season awards	48.50
						Total for SPS - Superior Public Schools:	155.25
						Total for 170 - Volleyball:	155.25

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID	Activity Name Site Name	Vendor Name	1099?	Invoice Number	Approved by Description	Amount
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## 320 Community Service Club

SPS	Superior Public Schools					
033753 Cleared	06/04/2021 06/30/2021	Linpecco-Hastings	No	May 21 69494	Kim Williams machine drinks	220.68

## 345 FFA

SPS	Superior Public Schools					
033752 Printed	06/04/2021 06/04/2021	NAEA District 6	No	03102021	Kim Williams Contest fees	25.00
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	C00615481248	Kim Williams Nike zip ups	166.79
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	46724819	Kim Williams North Face pullovers	631.32
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 2021 #1232	Kim Williams MS Orientation supplies	94.91
033769 Printed	06/23/2021 06/23/2021	Moonlight BBQ	No	04292021	Kim Williams FFA banquet meals	1,700.00
033771 Printed	06/23/2021 06/23/2021	Schneitter Fireworks & Importing Co	No	0023921-IN	Kim Williams fireworks for resale	1,938.99
033771 Printed	06/23/2021 06/23/2021	Schneitter Fireworks & Importing Co	No	0023920-IN	Kim Williams fireworks for resale	2,784.90
033773 Printed	06/29/2021 06/29/2021	National FFA Organization	No	MDS231512	Kim Williams Blue & Gold awards	168.00
Total for SPS - Superior Public Schools:						7,509.91
Total for 345 - FFA:						7,509.91

## 355 S Club

SPS	Superior Public Schools					
033750 Cleared	06/04/2021 06/30/2021	Jostens Inc	No	N002926239	Kim Williams Chenille letters	283.50

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<b>365 Student Council</b>						
SPS Superior Public Schools						
033753 Cleared	06/04/2021 06/30/2021	Linpecco-Hastings	No	May 2160601	Kim Williams machine drinks	134.15
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 21 #1474	Kim Williams StuCo breakfast	18.19
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 2021 #1474	Kim Williams StuCo picnic	59.51
Total for SPS - Superior Public Schools:						211.85
Total for 365 - Student Council:						211.85
<b>500 Elementary K-5</b>						
SPS Superior Public Schools						
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	1349992	Kim Williams PBiS pizza party	55.94
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 21 #1227	Kim Williams water for playday	26.00
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 2021 #1227	Kim Williams oranges	6.78
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 21 1227	Kim Williams Classroom of the quarter-donuts	6.55
Total for SPS - Superior Public Schools:						95.27
Total for 500 - Elementary K-5:						95.27
<b>505 Middle School</b>						
SPS Superior Public Schools						
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	5577	Kim Williams Ideal Market - dance food	79.82
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	2135314	Kim Williams Caseys-pizza for dance	96.21
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 21 #1226	Kim Williams 8th grade breakfast	60.85
Total for SPS - Superior Public Schools:						236.88
Total for 505 - Middle School:						236.88

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<b>511 Secondary PBiS</b>						
SPS Superior Public Schools						
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 21 1226	Kim Williams PBiS incentives	10.03
<b>521 Class of 2021</b>						
SPS Superior Public Schools						
033757 Cleared	06/04/2021 06/30/2021	U.S. Bank	No	1341171	Kim Williams Caseys breakfast pizza	55.96
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 2021 #1226	Kim Williams fruit tray-senior breakfast	44.99
033764 Cleared	06/11/2021 06/30/2021	Main Street Floral	No	075402/1	Kim Williams graduation flowers	582.00
033764 Cleared	06/11/2021 06/30/2021	Main Street Floral	No	076167/1	Kim Williams graduation flowers	24.00
Total for SPS - Superior Public Schools:						706.95
Total for 521 - Class of 2021:						706.95
<b>615 Ag Trip</b>						
SPS Superior Public Schools						
033760 Cleared	06/10/2021 06/30/2021	Ideal Market	No	May 21 #1232	Kim Williams Concession supplies	206.44

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
630	Music					
SPS	Superior Public Schools					
033716 Cleared	06/02/2021 06/30/2021	Alicea Gentry	No	2021	Kim Williams Band deposit refund	30.00
033717 Cleared	06/02/2021 06/30/2021	Angie Gardner	No	2021	Kim Williams Band deposit refund	60.00
033718 Cleared	06/02/2021 06/30/2021	April Perrie	No	2021	Kim Williams Band deposit refund	15.00
033719 Cleared	06/02/2021 06/30/2021	Christina Harwell	No	2021	Kim Williams Band deposit refund	25.00
033720 Printed	06/02/2021 06/02/2021	Codi Jo Hersh	No	2021	Kim Williams Band deposit refund	25.00
033721 Cleared	06/02/2021 06/30/2021	Danelle Janicek	No	2021	Kim Williams Band deposit refund	15.00
033722 Printed	06/02/2021 06/02/2021	Deb Worm	No	2021	Kim Williams Band deposit refund	15.00
033723 Printed	06/02/2021 06/02/2021	Diane Littrell	No	2021	Kim Williams Band deposit refund	30.00
033724 Printed	06/02/2021 06/02/2021	Emily Kirchhoff	No	2021	Kim Williams Band deposit refund	15.00
033725 Cleared	06/02/2021 06/30/2021	Heather Frasier	No	2021	Kim Williams Band deposit refund	20.00
033726 Cleared	06/02/2021 06/30/2021	Hillary Grijalva	No	2021	Kim Williams Band deposit refund	30.00
033727 Printed	06/02/2021 06/02/2021	Jacki Siebecker	No	2021	Kim Williams Band deposit refund	30.00
033728 Printed	06/02/2021 06/02/2021	Janet Alley	No	2021	Kim Williams Band deposit refund	30.00
033729 Printed	06/02/2021 06/02/2021	Jeanie Keifer	No	2021	Kim Williams Band deposit refund	25.00
033730 Printed	06/02/2021 06/02/2021	Jennifer Eitzmann	No	2021	Kim Williams Band deposit refund	30.00
033731 Cleared	06/02/2021 06/30/2021	Jennifer Simmons	No	2021	Kim Williams Band deposit refund	30.00
033732 Printed	06/02/2021 06/02/2021	John Ekstein	No	2021	Kim Williams Band deposit refund	30.00

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID	Activity Name	Vendor Name	Approved by	Amount
Site ID	Site Name	Issue Date	Invoice Number	
Check #	Status Date	PO Number	Description	
Status		1099?		

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630 Music

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033733	06/02/2021	Katie Young	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 15.00
033734	06/02/2021	Kelly Everhart	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 30.00
033735	06/02/2021	Kendra Morris	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 15.00
033736	06/02/2021	Kristene Boyles	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 30.00
033737	06/02/2021	Lisa Butler	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 35.00
033738	06/02/2021	Michael Sander	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 30.00
033739	06/02/2021	Michelle Streit	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 30.00
033740	06/02/2021	Peggy Meyer	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 30.00
033741	06/02/2021	Rebecca Fullerton	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 15.00
033742	06/02/2021	Robin Boger	Kim Williams	
Printed	06/02/2021	No	2021	Band deposit refund 20.00
033743	06/02/2021	Shannon McCord	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 45.00
033744	06/02/2021	Sharon Biltoft	Kim Williams	
Cleared	06/30/2021	No	2021	Band deposit refund 30.00

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Status	Status Date	PO Number	1099?	Invoice Number	Description	Amount
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## 630 Music

SPS Superior Public Schools

033745	06/02/2021	Suzanne Duncan		Cleared	06/30/2021	No	2021	Kim Williams				Band deposit refund	15.00	
033746	06/02/2021	Todd Kramp		Cleared	06/30/2021	No	2021	Kim Williams				Band deposit refund	30.00	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527890	Kim Williams				tuba repair	71.00	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527889	Kim Williams				trombone repair	54.00	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527888	Kim Williams				clarinet repair	38.00	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527886	Kim Williams				flute repair	118.76	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527887	Kim Williams				flute repair	41.84	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527885	Kim Williams				trumpet repair	51.00	
033758	06/04/2021	Yandas Music & Pro Audio		Cleared	06/30/2021	No	527877	Kim Williams				flute repair	42.68	
													Total for SPS - Superior Public Schools:	1,242.28
													Total for 630 - Music:	1,242.28

## 640 Flashlight

SPS Superior Public Schools

033765	06/11/2021	Superior Publishing Co., Inc		Cleared	06/30/2021	No	05312021	Kim Williams				printing of Flashlight	140.00	
033767	06/23/2021	Houchen Bindery		Cleared	06/30/2021	No	250528	Kim Williams				2019-2021 Flashlights binding	50.00	
													Total for SPS - Superior Public Schools:	190.00
													Total for 640 - Flashlight:	190.00

## 810 Flower Fund

SPS Superior Public Schools

033756	06/04/2021	Superior Pharmacy		Cleared	06/30/2021	No	05052021	Kim Williams				retirement, going away cards	22.40
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# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

Activity ID Site ID	Activity Name Site Name	Check # Status	Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<b>860 Teachers' Workroom</b>		<hr/>					
SPS	Superior Public Schools						
033753 Cleared	06/04/2021 06/30/2021	Linpepco-Hastings	No	May 21 61105	Kim Williams machine drinks	80.00	
<b>890 Wellness Grant</b>		<hr/>					
SPS	Superior Public Schools						
033747 Void	06/04/2021 06/04/2021	SYNCB/AMAZON	No	13NY-Q3K7-T3DR	Kim Williams ice machine cleaner	27.99	
033747 Void	06/04/2021 06/04/2021	SYNCB/AMAZON	No	13NY-Q3K7-T3DR	Kim Williams ice machine cleaner	-27.99	
033759 Cleared	06/04/2021 06/30/2021	Amazon Capital Services	No	13NY-Q3K7-T3Dr	Kim Williams ice machine cleaner	27.99	
Total for SPS - Superior Public Schools:						27.99	
Total for 890 - Wellness Grant:						27.99	
<b>990 Interest</b>		<hr/>					
SPS	Superior Public Schools						
033755 Cleared	06/04/2021 06/30/2021	Sam's Club	No	2021-2022	Kim Williams 2021-2022 membership	177.38	
<b>Grand Total :</b>						<b>26,643.80</b>	

# Superior Public Schools

## June 2021 Revenue Budget Report

Account Code	Description	June 2021 Receipts	2020-2021 Budget	Actual (YTD)	Available (YTD)	% of Budget Received
01-1-01100-000-000	Local Property Taxes	(\$584,227.79)	(\$4,483,845.00)	(\$4,193,892.18)	(\$289,952.82)	93.53
01-1-01115-000-000	Carline Tax	\$0.00	(\$4,500.00)	(\$4,246.49)	(\$253.51)	94.36
01-1-01120-000-000	Pub Power 5% Gross	\$0.00	(\$7,200.00)	(\$6,833.41)	(\$366.59)	94.90
01-1-01125-000-000	Motor Vehicle Taxes	(\$19,659.89)	(\$240,000.00)	(\$212,014.43)	(\$27,985.57)	88.33
01-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$696.41)	\$0.00	(\$16,679.34)	\$16,679.34	0.00
01-1-01311-000-000	Tuition - Indiv Reg Ed	\$0.00	(\$4,000.00)	(\$2,000.00)	(\$2,000.00)	50.00
01-1-01331-000-000	Tuition Otr Dist Reg Ed	\$0.00	(\$50,000.00)	(\$50,560.00)	\$560.00	101.12
01-1-01423-000-000	Trans-Oth Dist SPED	\$0.00	(\$2,500.00)	\$0.00	(\$2,500.00)	0.00
01-1-01510-000-000	Interest	(\$525.42)	(\$18,000.00)	(\$5,593.72)	(\$12,406.28)	31.07
01-1-01911-000-000	Local License Fees	\$0.00	(\$2,000.00)	(\$2,460.00)	\$460.00	123.00
01-1-01920-000-000	Contributions and Donations From Private Sources	\$0.00	\$0.00	(\$1,043.00)	\$1,043.00	0.00
01-1-01955-000-000	Postsecondary Receipts	(\$2,260.00)	\$0.00	(\$2,260.00)	\$2,260.00	0.00
01-1-01980-000-000	Refund of Prior Year's Expenditures	\$0.00	\$0.00	(\$2,517.50)	\$2,517.50	0.00
01-1-01990-000-000	Other Local Receipts	(\$3,734.07)	(\$5,000.00)	(\$19,101.62)	\$14,101.62	382.03
01-1-02110-000-000	Co Fines & License Fees	(\$2,482.77)	(\$22,000.00)	(\$18,226.21)	(\$3,773.79)	82.84
01-1-02210-000-000	ESU Receipts	\$0.00	(\$3,400.00)	\$0.00	(\$3,400.00)	0.00
01-1-03110-000-000	State Aid	(\$84,132.00)	(\$832,763.00)	(\$841,329.00)	\$8,566.00	101.02
01-1-03120-000-000	Sped - School Age	(\$131,676.00)	(\$400,000.00)	(\$531,007.00)	\$131,007.00	132.75
01-1-03125-000-000	Sped Transport - SA	\$0.00	(\$22,000.00)	(\$36,911.00)	\$14,911.00	167.77
01-1-03130-000-000	Homestead Exemption	(\$9,357.26)	\$0.00	(\$37,429.04)	\$37,429.04	0.00
01-1-03131-000-000	Property Tax Credit	\$0.00	\$0.00	(\$299,564.36)	\$299,564.36	0.00
01-1-03132-000-000	Personal Prop Tax Credit	(\$2,715.81)	\$0.00	(\$2,715.81)	\$2,715.81	0.00
01-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$2,058.28)	\$2,058.28	0.00
01-1-03180-000-000	Pro-Rate Motor Vehicle	\$0.00	(\$9,500.00)	(\$8,069.41)	(\$1,430.59)	84.94
01-1-03400-000-000	State Apportionment	\$0.00	(\$55,000.00)	(\$52,894.16)	(\$2,105.84)	96.17
01-1-03512-000-000	Distance Ed Incentive	\$0.00	(\$5,500.00)	\$0.00	(\$5,500.00)	0.00
01-1-03535-000-000	High Ability Learners	\$0.00	(\$4,500.00)	(\$4,945.00)	\$445.00	109.88
01-1-03990-000-000	Other State Receipts	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00
01-1-04105-000-000	eRate Funding	\$0.00	\$0.00	(\$9,584.40)	\$9,584.40	0.00
01-1-04310-000-000	REAP	\$0.00	(\$15,000.00)	(\$28,999.64)	\$13,999.64	193.33
01-1-04505-000-000	Title I	\$0.00	(\$55,000.00)	\$0.00	(\$55,000.00)	0.00
01-1-04509-000-000	Title II A	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	0.00
01-1-04516-000-000	IDEA Presc (619) Base, E/P	\$0.00	(\$4,000.00)	\$0.00	(\$4,000.00)	0.00
01-1-04518-000-000	IDEA Part B (611) Base, E/P	\$0.00	\$0.00	(\$103,747.00)	\$103,747.00	0.00
01-1-04519-000-000	IDEA E/Poverty	\$0.00	(\$96,000.00)	\$0.00	(\$96,000.00)	0.00
01-1-04525-000-000	Fed Voc (Carl Perkins)	\$0.00	(\$5,000.00)	(\$2,645.00)	(\$2,355.00)	52.90
01-1-04530-000-000	PBiS (SPDG) grant	\$0.00	\$0.00	(\$2,050.47)	\$2,050.47	0.00
01-1-04531-000-000	Title IV, Part B, 21st Century	\$0.00	(\$5,000.00)	(\$33,462.00)	\$28,462.00	669.24
01-1-04708-000-000	MIPS	(\$11,252.51)	(\$5,000.00)	(\$28,298.03)	\$23,298.03	565.96

01-1-04709-000-000	MAAPS	(\$3,419.55)	(\$12,000.00)	(\$15,415.52)	\$3,415.52	128.46
01-1-04996-000-000	ESSER CARES	\$0.00	\$0.00	(\$49,200.31)	\$49,200.31	0.00
01-1-05300-000-000	Sale Of Property	(\$10.00)	\$0.00	(\$30.00)	\$30.00	0.00
<b>Subtotal 01 - General Fund</b>		<b>(\$856,149.48)</b>	<b>(\$6,384,708.00)</b>	<b>(\$6,627,783.33)</b>	<b>\$243,075.33</b>	<b>103.81</b>
02-1-01510-000-000	Interest	(\$53.78)	(\$1,500.00)	(\$700.48)	(\$799.52)	46.69
02-1-05200-000-000	Gen Fund Transfer	\$0.00	(\$150,000.00)	\$0.00	(\$150,000.00)	0.00
<b>Subtotal 02 - Depreciation Fund</b>		<b>(\$53.78)</b>	<b>(\$151,500.00)</b>	<b>(\$700.48)</b>	<b>(\$150,799.52)</b>	<b>0.46</b>
03-1-01510-000-000	Interest On Account	(\$2.28)	(\$50.00)	(\$24.41)	(\$25.59)	48.82
<b>Subtotal 03 - Employee Benefit Fund</b>		<b>(\$2.28)</b>	<b>(\$50.00)</b>	<b>(\$24.41)</b>	<b>(\$25.59)</b>	<b>48.82</b>
06-1-01510-000-000	Interest On Account	(\$3.36)	(\$25.00)	(\$23.32)	(\$1.68)	93.28
06-1-01611-000-000	Student Lunch	\$0.00	(\$60,000.00)	(\$3,874.20)	(\$56,125.80)	6.45
06-1-01612-000-000	Student Breakfast	\$0.00	(\$10,000.00)	(\$116.55)	(\$9,883.45)	1.16
06-1-01620-000-000	Extra Items (A La Carte)	(\$520.23)	(\$20,000.00)	(\$16,412.38)	(\$3,587.62)	82.06
06-1-01630-000-000	Special Function Sales	\$0.00	\$0.00	(\$166.84)	\$166.84	0.00
06-1-01920-000-000	Contributions and Donations From Private Sources	\$0.00	\$0.00	(\$946.00)	\$946.00	0.00
06-1-01990-000-000	Other Local (Misc)	(\$139.01)	\$0.00	(\$1,269.51)	\$1,269.51	0.00
06-1-03150-000-000	State Lunch Reimb	\$0.00	(\$1,500.00)	(\$1,628.98)	\$128.98	108.59
06-1-04210-000-000	Federal Reimbursement	(\$19,664.91)	(\$135,000.00)	(\$234,864.18)	\$99,864.18	173.97
06-1-04996-000-000	ESSER CARES	\$0.00	\$0.00	(\$29,186.69)	\$29,186.69	0.00
06-1-05200-000-000	General Fund Transfer	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	0.00
<b>Subtotal 06 - School Nutrition Fund</b>		<b>(\$20,327.51)</b>	<b>(\$246,525.00)</b>	<b>(\$288,488.65)</b>	<b>\$41,963.65</b>	<b>117.02</b>
07-1-01100-000-000	Property Tax	(\$71,002.43)	(\$545,000.00)	(\$490,706.59)	(\$54,293.41)	90.03
07-1-01115-000-000	Carline Tax	\$0.00	(\$350.00)	(\$503.09)	\$153.09	143.74
07-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$824.25)	\$824.25	0.00
07-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$83.24)	(\$400.00)	(\$922.14)	\$522.14	230.53
07-1-01510-000-000	Interest	(\$121.32)	(\$5,000.00)	(\$1,212.64)	(\$3,787.36)	24.25
07-1-03130-000-000	Homestead Exemption	(\$1,137.35)	\$0.00	(\$4,549.40)	\$4,549.40	0.00
07-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$36,411.44)	\$36,411.44	0.00
07-1-03132-000-000	Personal Prop Tax Credit	(\$330.11)	\$0.00	(\$330.11)	\$330.11	0.00
07-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$250.18)	\$250.18	0.00
07-1-03180-000-000	Pro Rate MV	\$0.00	(\$1,000.00)	(\$964.58)	(\$35.42)	96.45
<b>Subtotal 07 - Bond Fund</b>		<b>(\$72,674.45)</b>	<b>(\$551,750.00)</b>	<b>(\$536,674.42)</b>	<b>(\$15,075.58)</b>	<b>97.27</b>
08-1-01100-000-000	Property Tax	(\$65,160.73)	(\$500,000.00)	(\$519,350.45)	\$19,350.45	103.87
08-1-01115-000-000	Carline Tax	\$0.00	(\$450.00)	(\$506.95)	\$56.95	112.65
08-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$756.19)	\$756.19	0.00
08-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$77.34)	\$0.00	(\$1,026.68)	\$1,026.68	0.00
08-1-01510-000-000	Interest	(\$153.33)	(\$750.00)	(\$535.77)	(\$214.23)	71.43
08-1-01920-000-000	Contributions and Donations From Private Sources	(\$1,500.00)	\$0.00	(\$11,500.00)	\$11,500.00	0.00
08-1-03130-000-000	Homestead Exempt	(\$1,043.44)	\$0.00	(\$4,173.76)	\$4,173.76	0.00
08-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$33,404.84)	\$33,404.84	0.00
08-1-03132-000-000	Personal Prop Tax Credit	(\$302.85)	\$0.00	(\$302.85)	\$302.85	0.00

08-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$229.52)	\$229.52	0.00
08-1-03180-000-000	Pro Rate MV	\$0.00	\$0.00	(\$941.37)	\$941.37	0.00
<b>Subtotal 08 - Special Building Fund</b>		<b>(\$68,237.69)</b>	<b>(\$501,200.00)</b>	<b>(\$572,728.38)</b>	<b>\$71,528.38</b>	<b>114.27</b>
09-1-01100-000-000	Property Tax	(\$1.43)	\$0.00	(\$69.57)	\$69.57	0.00
09-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$0.52)	\$0.00	(\$20.31)	\$20.31	0.00
09-1-01510-000-000	Interest	(\$0.05)	\$0.00	(\$0.14)	\$0.14	0.00
<b>Subtotal 09 - QCPUF Fund</b>		<b>(\$2.00)</b>	<b>\$0.00</b>	<b>(\$90.02)</b>	<b>\$90.02</b>	<b>0.00</b>
<b>Grand Total</b>		<b>(\$1,017,447.19)</b>	<b>(\$7,835,733.00)</b>	<b>(\$8,026,489.69)</b>	<b>\$190,756.69</b>	<b>102.43</b>

# Superior Public Schools

## June 2021 Expense Budget Report

FUND	FUNCTION	June 20212 Expenditures	2020-21 Budget	Actuals (YTD)	Available	% of Budget Spent
01 - General Fund	01100 - Regular Instruction	\$261,464.16	\$3,238,100.00	\$2,417,392.60	\$820,707.40	74.65
01 - General Fund	01125 - Regular Instructional Programs School Age (Flex-Spending)	\$0.00	\$6,960.00	\$6,293.07	\$666.93	90.42
01 - General Fund	01150 - Limited English Proficiency Programs	\$437.80	\$5,900.00	\$4,377.19	\$1,522.81	74.19
01 - General Fund	01160 - Poverty Programs	\$17,227.23	\$218,100.00	\$174,639.17	\$43,460.83	80.07
01 - General Fund	01200 - Special Education Instructional Programs - School Age	\$104,583.56	\$1,098,650.00	\$753,935.11	\$344,714.89	68.62
01 - General Fund	01291 - Special Education Instructional Programs - Ages 3-5	\$10,840.26	\$159,500.00	\$123,273.83	\$36,226.17	77.29
01 - General Fund	01292 - Special Education Instructional Programs - Ages 0-2	\$3,263.84	\$56,850.00	\$23,419.22	\$33,430.78	41.19
01 - General Fund	01300 - Summer School	\$0.00	\$27,740.00	\$480.13	\$27,259.87	1.73
01 - General Fund	01400 - Adult Education	\$0.00	\$3,200.00	\$2,736.45	\$463.55	85.51
01 - General Fund	02110 - Attendance and Social Work Services	\$124.00	\$8,000.00	\$4,914.62	\$3,085.38	61.43
01 - General Fund	02120 - Guidance Services	\$12,439.57	\$120,286.00	\$106,309.64	\$13,976.36	88.38
01 - General Fund	02130 - Health Services	\$414.69	\$16,700.00	\$7,760.72	\$8,939.28	46.47
01 - General Fund	02140 - Psychological Services	\$2,125.40	\$15,000.00	\$20,227.96	(\$5,227.96)	134.85
01 - General Fund	02141 - Psychological Services - SPED - School Age	\$8,627.17	\$56,000.00	\$75,023.42	(\$19,023.42)	133.97
01 - General Fund	02142 - Psychological Services - SPED - Ages 3-5	\$0.00	\$5,000.00	\$906.86	\$4,093.14	18.14
01 - General Fund	02143 - Psychological Services - SPED - Ages 0-2	\$1,622.93	\$3,450.00	\$1,766.97	\$1,683.03	51.22
01 - General Fund	02151 - Speech Pathology and Audiology Services - SPED - School Age	\$13,414.21	\$196,250.00	\$149,375.18	\$46,874.82	76.11
01 - General Fund	02152 - Speech Pathology and Audiology Services - SPED - Ages 3-5	\$2,035.47	\$22,300.00	\$24,015.21	(\$1,715.21)	107.69
01 - General Fund	02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$2,133.12	\$10,000.00	\$12,176.56	(\$2,176.56)	121.77
01 - General Fund	02161 - Occupational Therapy-Related Services - SPED - School Age	\$1,698.75	\$21,000.00	\$13,721.10	\$7,278.90	65.34
01 - General Fund	02162 - Occupational Therapy-Related Services - SPED - Ages 3-5	\$965.75	\$8,000.00	\$4,028.40	\$3,971.60	50.36
01 - General Fund	02163 - Occupational Therapy-Related Services - SPED - Ages 0-2	\$229.75	\$4,000.00	\$1,316.25	\$2,683.75	32.91
01 - General Fund	02171 - Physical Therapy-Related Services - SPED - School Age	\$502.50	\$13,000.00	\$5,896.00	\$7,104.00	45.35
01 - General Fund	02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$452.25	\$4,000.00	\$2,144.00	\$1,856.00	53.60
01 - General Fund	02173 - Physical Therapy-Related Services - SPED - Ages 0-2	\$150.75	\$2,000.00	\$871.00	\$1,129.00	43.55
01 - General Fund	02181 - Visually Impaired or Vision Services - SPED - School Age	\$107.19	\$5,000.00	\$2,430.56	\$2,569.44	48.61
01 - General Fund	02190 - Support Services - Student - Other	\$1,140.86	\$30,100.00	\$15,327.79	\$14,772.21	50.92
01 - General Fund	02211 - School Improvement	\$0.00		\$1,066.15	(\$1,066.15)	
01 - General Fund	02212 - Instruction and Curriculum Development	\$0.00	\$29,500.00	\$50,476.20	(\$20,976.20)	171.11
01 - General Fund	02213 - Instructional Staff Training	\$0.00	\$14,000.00	\$2,022.76	\$11,977.24	14.45
01 - General Fund	02220 - Library or Media Services	\$11,032.83	\$123,100.00	\$106,379.00	\$16,721.00	86.42
01 - General Fund	02224 - Educational Television Services	\$724.53	\$7,000.00	\$4,023.25	\$2,976.75	57.48
01 - General Fund	02230 - Instruction-Related Technology	\$8,855.86	\$99,900.00	\$81,464.92	\$18,435.08	81.55
01 - General Fund	02240 - Academic Student Assessment	\$0.00	\$6,500.00	\$789.93	\$5,710.07	12.15
01 - General Fund	02310 - Board of Education	\$177.27	\$25,800.00	\$24,968.15	\$831.85	96.78
01 - General Fund	02320 - Executive Administration	\$19,558.98	\$230,040.00	\$192,777.08	\$37,262.92	83.80
01 - General Fund	02330 - District Legal Services	\$96.00	\$8,000.00	\$9,916.20	(\$1,916.20)	123.95
01 - General Fund	02410 - Office of the Principal	\$37,973.99	\$385,000.00	\$319,455.86	\$65,544.14	82.98
01 - General Fund	02510 - Fiscal Services	\$12,948.30	\$162,000.00	\$126,628.79	\$35,371.21	78.17

01 - General Fund	02530 - Printing, Publishing, and Duplicating Services	\$0.00	\$1,000.00	\$650.00	\$350.00	65.00
01 - General Fund	02570 - Personnel Services	\$0.00	\$9,000.00	\$6,787.00	\$2,213.00	75.41
01 - General Fund	02610 - Operation of Buildings	\$22,785.61	\$239,100.00	\$268,829.40	(\$29,729.40)	112.43
01 - General Fund	02620 - Maintenance of Buildings	\$12,292.10	\$206,900.00	\$139,089.24	\$67,810.76	67.23
01 - General Fund	02630 - Care and Upkeep of Grounds	\$7,318.80	\$79,100.00	\$14,498.76	\$64,601.24	18.33
01 - General Fund	02650 - Vehicle Operation and Maintenance (Other Than Student	\$445.31	\$5,000.00	\$2,826.41	\$2,173.59	56.53
01 - General Fund	02660 - Security	\$3,927.90	\$17,000.00	\$13,769.46	\$3,230.54	81.00
01 - General Fund	02670 - Safety	\$0.00	\$7,900.00	\$2,101.82	\$5,798.18	26.61
01 - General Fund	02710 - Vehicle Operation and Purchasing - Regular Education	\$14,715.77	\$270,800.00	\$166,341.97	\$104,458.03	61.43
01 - General Fund	02712 - Vehicle Operation and Purchasing - School Age SPED	\$4,683.59	\$44,500.00	\$56,186.78	(\$11,686.78)	126.26
01 - General Fund	02713 - Vehicle Operation and Purchasing - Below Age 5 SPED	\$2,084.55	\$32,500.00	\$24,730.94	\$7,769.06	76.10
01 - General Fund	02730 - Vehicle Servicing and Maintenance - Regular Education	\$550.43	\$13,450.00	\$14,274.47	(\$824.47)	106.13
01 - General Fund	02732 - Vehicle Servicing and Maintenance - School Age SPED	\$753.73	\$12,500.00	\$2,295.95	\$10,204.05	18.37
01 - General Fund	02733 - Vehicle Servicing and Maintenance - Below Age 5 SPED	\$56.80	\$5,500.00	\$1,791.06	\$3,708.94	32.56
01 - General Fund	03535 - High Ability Learners	\$537.75	\$25,800.00	\$20,164.79	\$5,635.21	78.16
01 - General Fund	06200 - Federal Services - Title I, Part A	\$10,000.68	\$91,000.00	\$78,428.16	\$12,571.84	86.18
01 - General Fund	06310 - Federal Services - Title II, Part A	\$0.00	\$26,057.00	\$26,057.00	\$0.00	100.00
01 - General Fund	06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$4,000.00	\$3,956.00	\$44.00	98.90
01 - General Fund	06408 - Federal Services - IDEA Part B (611); Base & Enrollment Poverty - Ages 0-21	\$7,942.98	\$104,871.00	\$79,429.80	\$25,441.20	75.74
01 - General Fund	06690 - Federal Services - Other Federal Non-Categorical Expenditures	\$975.00		\$1,268.74	(\$1,268.74)	
01 - General Fund	06968 - Federal Services - 21st Century Learning	\$3,535.84	\$74,625.00	\$40,925.86	\$33,699.14	54.84
01 - General Fund	06992 - Federal Services - REAP	\$0.00	\$32,807.00	\$29,019.64	\$3,787.36	88.46
01 - General Fund	06996 - CARES Act ESSER	\$0.00		\$3,909.00	(\$3,909.00)	
01 - General Fund	06997 - ESSER II	\$72,304.34		\$105,179.13	(\$105,179.13)	
01 - General Fund	08000 - Transfers (Outgoing)	\$25,000.00	\$55,000.00	\$35,000.00	\$20,000.00	63.64
<b>Subtotal of 01 - General Fund</b>		<b>\$727,280.15</b>	<b>\$7,804,336.00</b>	<b>\$6,012,238.68</b>	<b>\$1,792,097.32</b>	
02 - Depreciation	02900 - Other Support Services	\$20,234.25	\$863,006.00	\$120,123.87	\$742,882.13	13.92
<b>Subtotal 02 - Depreciation Fund</b>		<b>\$20,234.25</b>	<b>\$863,006.00</b>	<b>\$120,123.87</b>	<b>\$742,882.13</b>	
03 - Employee Benefit	02900 - Other Support Services	\$0.00	\$118,523.00	\$44,922.91	\$73,600.09	37.90
<b>Subtotal 03 - Employee Benefit Fund</b>		<b>\$0.00</b>	<b>\$118,523.00</b>	<b>\$44,922.91</b>	<b>\$73,600.09</b>	
06 - School Nutrition	03100 - Food Services Operations	\$20,118.79	\$270,000.00	\$257,203.72	\$12,796.28	95.26
<b>Subtotal of 06 - School Nutrition Fund</b>		<b>\$20,118.79</b>	<b>\$270,000.00</b>	<b>\$257,203.72</b>	<b>\$12,796.28</b>	

07 - Bond Fund	05000 - Debt Service	\$51,033.75	\$622,300.00	\$530,848.75	\$91,451.25	85.30
<b>Subtotal of 07 - Bond Fund</b>		<b>\$51,033.75</b>	<b>\$622,300.00</b>	<b>\$530,848.75</b>	<b>\$91,451.25</b>	
08 - Special Building	02620 - Maintenance of Buildings	\$14,914.40	\$743,716.00	\$14,914.40	\$728,801.60	2.01
08 - Special Building	04700 - Building Improvements	\$11,033.00	\$100,000.00	\$114,143.00	(\$14,143.00)	114.14
<b>Subtotal of 08 - Special Building Fund</b>		<b>\$25,947.40</b>	<b>\$843,716.00</b>	<b>\$129,057.40</b>	<b>\$714,658.60</b>	
09 - QCPUF Fund	04500 - Building Acquisition and Construction	\$0.00	\$10,546.00	\$3,804.57	\$6,741.43	36.08
<b>Subtotal of 09 - QCPUF Fund</b>		<b>\$0.00</b>	<b>\$10,546.00</b>	<b>\$3,804.57</b>	<b>\$6,741.43</b>	
<b>Grand Total</b>		<b>\$844,614.34</b>	<b>\$10,532,427.00</b>	<b>\$7,098,199.90</b>	<b>\$3,434,227.10</b>	

# Superior Public Schools

## July 2021 General Fund Check Listing Report

Payee	Description	Amount
Acco Brands USA LLC	Elem supplies	\$73.70
Acco Brands USA LLC	Elem supplies	\$2.51
Amazon Capital Services	Class schedule wall holders	\$116.97
Amazon Capital Services	Summer school supplies	\$174.93
Amazon Capital Services	Williams supplies	\$32.62
Amazon Capital Services	Calming Area supplies	\$400.63
Amazon Capital Services	Fierstein books, supplies	\$228.14
Amazon Capital Services	Elem Science workbooks	\$131.52
Amazon Capital Services	Cook desk, monitors, keyboard	\$554.95
Amazon Capital Services	White instrument supplies	\$59.93
ASK Supply Company	custodial supplies	\$1,676.11
ASK Supply Company	auto-scrubber batteries	\$784.20
ASK Supply Company	air filters	\$703.19
ASK Supply Company	Heusinkvelt storage cabinet	\$842.34
B-Green Lawn Care	Lawn application #2	\$1,635.00
B-Green Lawn Care	Fungicide, iron treatments	\$425.00
B-Green Lawn Care	sandbur control	\$250.00
Betka Plumbing, Heating & Air Conditioning	plumbing supplies	\$1,463.96
Bomgaars Supply	ticket booth supplies	\$19.49
Bomgaars Supply	maint supplies, tools	\$55.17
Brodstone Memorial Hospital	June 2021 LMHP services	\$925.95
Brodstone Memorial Hospital	June 2021 PT services	\$284.75
Cengage Learning	Accounting text	\$228.10
Christina Ehlers	van gas GBB camp	\$66.40
Computer Hardware Inc	Christianity computer	\$950.00
Curriculum Leadership Institute	2020-21 contract, pymt 12	\$2,850.00
Curriculum Leadership Institute	ELA, Math SAC mileage, lodging, per diem	\$852.40
Curriculum Leadership Institute	ELA, Math, SS SAC mileage, lodging, per diem	\$438.40
Eakes Office Solutions	Renz supplies	\$466.06
Eakes Office Solutions	Sec supplies	\$48.99
Eakes Office Solutions	Sec supplies	\$234.24
Eakes Office Solutions	Renz supplies	\$243.82
Eakes Office Solutions	Rachel Renz supplies	\$15.29
Eakes Office Solutions	Jameson supplies	\$420.10
Eakes Office Solutions	Elem supplies	\$343.83
Eakes Office Solutions	Henry supplies	\$203.56
Eakes Office Solutions	Henry supplies	\$47.86
Eakes Office Solutions	Ehlers supplies	\$218.68
Eakes Office Solutions	Kuhlmann supplies	\$251.69
Eakes Office Solutions	Elem library supplies	\$19.89
Eakes Office Solutions	Boyles supplies	\$82.20
Eakes Office Solutions	Isaacson supplies	\$190.13
Eakes Office Solutions	C Utecht supplies	\$250.94
Eakes Office Solutions	Hansen supplies	\$245.26
Eakes Office Solutions	Brittenham supplies	\$304.89
Eakes Office Solutions	Mellott supplies	\$121.89
Eakes Office Solutions	Trumble supplies	\$47.75
Eakes Office Solutions	Kile supplies	\$349.12
Eakes Office Solutions	White supplies	\$50.40
Eakes Office Solutions	Blackstone supplies	\$141.25
Eakes Office Solutions	Elem library supplies	\$175.33
Eakes Office Solutions	Fuller supplies	\$65.94
Eakes Office Solutions	Biltoft supplies	\$73.60
Eakes Office Solutions	Arickx supplies	\$271.10
Eakes Office Solutions	PK supplies	\$413.75
Eakes Office Solutions	Schuster supplies	\$32.16

Eakes Office Solutions	Kuhlmann supplies	\$3.19
Eakes Office Solutions	custodial supplies	\$11.13
Educational Service Unit #9	2021-22 SRS	\$901.00
Educational Service Unit #9	Jameson Summer Science Retreat	\$100.00
Educational Service Unit #9	Fullerton HDMI cables	\$35.98
Educational Service Unit #9	May 2021 Deaf Educator	\$197.05
Educational Service Unit #9	May 2021 Homebase	\$1,521.84
Educational Service Unit #9	May 2021 Psych	\$10,076.71
Educational Service Unit #9	May 21 SLP	\$1,500.32
Educational Service Unit #9	May 2021 Vision	\$444.18
Energized Electric	audio enhancement install supplies	\$615.25
FlagHouse	Kids Club equipment	\$1,900.20
Glenwood Telecommunications	July 2021 internet services	\$235.95
Glenwood Telecommunications	July 2021 landlines	\$185.25
Gopher	Heusinkvelt supplies	\$304.20
Harris School Solutions	2021-22 Census renewal	\$733.33
Harris School Solutions	2021-22 AptaFund, ESS renewal	\$4,852.30
Hastings Public Schools	Summer school tuition	\$2,000.00
Head Start	2020-21 GOLD Assessments	\$406.30
Heartland Roofing Consultants	annual roof service, pymt 3	\$1,237.50
HireRight, LLC	2021-2022 screening services	\$250.00
Hometown Leasing	copiers/printers lease	\$1,777.00
Ideal Market	softener salt	\$47.92
Ideal Market	summer school supplies	\$25.44
International Academy of Science	2021-2022 Acellus license	\$14,700.00
Jennifer Simpkins	PBiS leadership team mtg parent rep	\$23.10
Jodi Fierstein	cell phone stipend	\$50.00
John Druba	May 2021 trash service	\$600.00
JW Pepper & Son Inc	Band, choir music, books	\$724.90
Kansas City Audio-Visual, Inc	classroom audio enhancement	\$1,139.51
Kansas City Audio-Visual, Inc	classroom audio enhancement	\$1,323.28
Kansas City Audio-Visual, Inc	classroom audio enhancement	\$12,040.28
Kansas City Audio-Visual, Inc	classroom audio enhancement	\$2,063.04
Kenny's Lumber and Farm Supply Inc	maint supplies	\$27.96
Kenny's Lumber and Farm Supply Inc	bldg maint supplies	\$1,208.75
Kenny's Lumber and Farm Supply Inc	maint supplies	\$6.29
Kenny's Lumber and Farm Supply Inc	maint supplies	\$5.98
Kenny's Lumber and Farm Supply Inc	ticket booth materials	\$135.55
Kenny's Lumber and Farm Supply Inc	ticket booth materials	\$192.59
Kenny's Lumber and Farm Supply Inc	maint supplies	\$20.48
Kenny's Lumber and Farm Supply Inc	maint supplies	\$6.24
Kenny's Lumber and Farm Supply Inc	maint supplies	\$7.06
KRFS AM/FM	employment ads	\$150.00
KSB School Law, PC LLO	2021 policy updates, June services	\$1,160.00
LBL	2021 snow removal	\$2,625.00
Logan Christianity	cell phone stipend	\$50.00
Lost Creek Welding	Going welding supplies	\$44.54
Marjorie Renz	Census	\$700.00
Marty Kobza	cell phone stipend	\$50.00
Matheson Tri-Gas Inc	welding gas tank rental	\$45.85
Maverick Industries, Inc	Elem cooling system service call	\$200.00
McGraw Hill LLC	Reading workbooks	\$795.55
Melissa Meyer	PBiS monthly mtgs, parent member	\$161.70
Melissa Meyer	PBiS Virtual Conference-parent rep	\$240.20
Menards	tech supplies	\$99.70
Menards	tech supplies	\$124.88
National Art & School Supplies Inc	Heusinkvelt supplies	\$15.84
Nebraska Assn Of School Boards	Board meeting workshop	\$60.00
Nebraska Council of School Administrators	Fierstein NCSA membership	\$760.00
Nebraska Council of School Administrators	Thomas NCE Conference	\$150.00

Nebraska Council of School Administrators	Going NCE Conference	\$150.00
Newsela Inc	ELA, Soc/Emot MS	\$5,000.00
Nex-Tech	security cameras lease	\$725.00
Nex-Tech	offsite backup	\$260.00
Nutrien Ag Solutions	Grounds care chemicals	\$387.15
One Source	Kleinschmidt, Felmler background checks	\$40.00
Petro Plus	SPED '10 Impala tire align	\$79.95
Petro Plus	maint vehicle tire repair/service	\$251.22
Petro Plus	mower/tractor gas	\$541.38
Petro Plus	cust/staff gas	\$171.07
Petro Plus	bus/van gas	\$379.61
Petro Plus	SPED '10 Impala gas	\$208.95
Pine Cove Consulting, LLC	wireless access points upgrade	\$2,376.60
Pine Cove Consulting, LLC	monthly restore	\$295.00
Pine Cove Consulting, LLC	monthly managed services, network	\$3,256.66
Powell's Body and Auto Sales	Van towing	\$250.00
Pro-Ed Inc	Boyles supplies	\$790.90
Robert Cook	cell phone stipend	\$50.00
Rochester 100 Inc	PK folders	\$135.00
SocialSchool4EDU	2021-2022 Social Media services	\$7,000.00
South Central Electric LLC	bolts	\$33.40
South Central Electric LLC	audio enhancement wire	\$66.86
South Central Nebraska USD #5	May 2021 OT services	\$2,244.75
Student Assurance Services, Inc	student insurance	\$646.00
Superior Ace Hardware	custodial supplies	\$22.17
Superior Ace Hardware	custodial supplies	\$23.99
Superior Ace Hardware	maint supplies	\$9.17
Superior Ace Hardware	maint supplies	\$11.96
Superior Ace Hardware	plumbing supplies	\$15.93
Superior Ace Hardware	electrical supplies	\$24.27
Superior Ace Hardware	summer school supplies	\$13.28
Superior Ace Hardware	tools	\$8.97
Superior Ace Hardware	plumbing supplies	\$44.51
Superior Ace Hardware	tech supplies	\$29.99
Superior Ace Hardware	keys	\$17.94
Superior Ace Hardware	maint supplies	\$2.79
Superior Ace Hardware	plumbing supplies	\$10.57
Superior Ace Hardware	tools	\$17.99
Superior Exterminating	June treatment	\$233.20
Superior Implement	sprayer pump	\$73.27
Superior Motor Parts	tools	\$26.99
Superior Outdoor Power Center	mower repair	\$63.00
Superior Outdoor Power Center	mower repair/maint supplies	\$48.17
Superior Outdoor Power Center	mower repair/maint supplies	\$36.33
Superior Outdoor Power Center	mower repair/maint supplies	\$248.30
Superior Outdoor Power Center	welding gas	\$62.38
Superior Utilities	monthly utilities	\$8,290.85
Troys Automotive	Custodial Pickup maintenance	\$47.98
U.S. Bank	FFA officer retreat gas	\$207.38
U.S. Bank	Hulu monthly subscription	\$69.54
U.S. Bank	Heggerty-PK Phonemic Awareness	\$172.78
U.S. Bank	New Teacher Training meal	\$70.56
U.S. Bank	postage for SPED mailings	\$66.20
U.S. Bank	postage for SPED mailings	\$115.00
U.S. Bank	Rehabmart-swing seat	\$187.50
U.S. Bank	Lone Star Percussion-drum heads	\$106.69
UNMC	21st Century Program observation	\$500.00
Verizon Wireless	afterschool program phone	\$51.23
Verizon Wireless	custodian phone	\$51.23
Verizon Wireless	PALLS Van 7 phone	\$19.07

Verizon Wireless	PALLS Van 8 phone	\$19.07
Verizon Wireless	bus/van phones	\$145.62
Verizon Wireless	SPED '10 Impala phone	\$19.07
Verizon Wireless	SPED Bus 17 phone	\$19.07
WageWorks, Inc.	Flex plan admin fee	\$220.50
Woodwards Disposal	shredding service	\$20.00
Yandas Music & Pro Audio	band instruments	\$1,324.00
		\$130,734.40
Payroll & Benefits		\$450,268.54
	Total	<b>\$581,002.94</b>

## **2005 Conflict of Interest**

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child, residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

1. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public

notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family parent, spouse, or child has a business association with the business involved in the contract or will receive a direct pecuniary payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
  - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
  - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
  - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

## 2. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- (1) All district employees.
- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

### 3. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
  - (i) who is not qualified for and able to perform the duties of the position;
  - (ii) for any unreasonably high salary;
  - (iii) who is not required to perform the duties of the position.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

### 4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (1) a public official, public employee, or candidate.
  - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
  - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
  - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
  - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

#### 5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.

d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

- (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
- (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

## 6. Conflict of Interest Statement

a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
- (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
- (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

## 7. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

- (1) The names of the contracting parties.
- (2) The nature of the interest of the board member in question.
- (3) The date that the contract was approved.
- (4) The amount of the contract.
- (5) The basic terms of the contract.

- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

- 9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: April 12, 2021

## 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 the 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: [www.superiorwildcats.org](http://www.superiorwildcats.org)

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site 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 limit to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of

time to do so. Five minutes shall generally be considered a reasonable amount of time.

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

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

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

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

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

#### **PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE**

**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.

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

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

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

### **PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE**

**Property Tax Request Hearing.** The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to

attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property tax request by more than the allowable growth percentage.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

**Property Tax Request Hearing Notice.** Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; ***and***
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

**Provide Information to County Clerk.** Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5<sup>th</sup>: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

**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, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: June 11, 2018  
Revised on: December 14, 2020  
Reviewed on: May 10, 2021

## **3003**

### **Bidding for Construction, Remodeling, Repair, or Site Improvement**

#### **I. Applicability of this policy.**

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

#### **II. Projects with an Estimated Cost of Less than \$100109,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$100109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- 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.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$100109,000 they must follow the formal procedures outlined in this policy.

#### **III. Formal Bidding for Major Purchases and Construction**

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$100109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$100118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section 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 in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. 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 invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

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.
- E. Any or all bids may be rejected if there is a sound documented reason
- F. 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.

Adopted on: June 11, 2018  
Revised on:  
Reviewed on: May 10, 2021

**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 \$100109,000, 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 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.
- 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.
- B.** 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 \$100,109,000 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 \$100,109,000 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 \$100,000 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 ~~publically~~ 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 ~~publically~~ 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.

### **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**

**E.** 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.

## **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.

## **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 US or processed in US substantially using agricultural commodities produced in US.

### **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: June 11, 2018

Revised on: August 13, 2018; July 10, 2019

Reviewed on: May 10, 2021

**3042**  
**Construction Management at Risk Contracts**

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

**Definitions.** For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means Superior Public Schools.

**Procedures.**

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
1. The identity of the school district for which the project will be built and the school district that will execute the contract;
  2. Policies adopted by the school district pursuant to the Act;
  3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  4. Any bonds and insurance required by law or as may be additionally required by the school district;
  5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
  6. The criteria for evaluation of proposals and the relative weight of each criterion; and
  7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the construction manager shall be determined on a project-by-project

basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
  - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
  - B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
    - (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;
    - (2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;
    - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;
    - (4) The quality of performance on previous projects **(up to thirty percent)**;

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
  - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
  - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
  - D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
  - E. If the school district is unable to negotiate a satisfactory

contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.

- F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
    - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
    - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
  - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor

and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

**Prohibitions.** The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3043 Design-Build Contracts**

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

**Definitions.** For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means Superior Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under a DB Contract to determine adherence to the Project Performance

Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

**Procedures.** The District shall follow the procedures below in connection with any DB Contract.

**1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**

A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

- (1) A general description of the Design-Build project;
- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;

- (3) The date by which persons or organizations must submit their applications; and
  - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.
- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct

a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.
- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.
- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.
- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.

- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

**2. Procedures and standards to be used to prequalify Design-Builders.**

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
  - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
  - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
  - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.
- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least

two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

**3. Procedures for the preparation and content of RFPs.**

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
- (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
  - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
  - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  - (4) A project statement which contains information about the scope and nature of the project;
  - (5) Project Performance Criteria;
  - (6) Budget parameters for the project;
  - (7) Any bonds or insurance required by law or as may be additionally required by the District;
  - (8) The criteria for evaluation of Proposals and the relative weight of each criterion;

- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
  - (10) A requirement that the Design-Builder agree to the following conditions:
    - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
    - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
    - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
    - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
    - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
  - (11) Other information the District chooses to require.
- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:

- (1) Published in a newspaper of general circulation within the District;
- (2) Filed with the Department; and
- (3) Sent by first-class mail to the prequalified Design-Builders only.

#### **4. Procedures for preparing and submitting Proposals.**

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

#### **5. Procedures for evaluating Proposals.**

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.
- C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the

maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
- (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.

**6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.**

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.

- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

**7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.**

- A. Definitions.
  - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective bidder.
  - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
- B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in

a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the

interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

**8. Refinements and Changes.** A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

**9. Projects Excluded.** The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5063 Audio and Video Recording**

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used ~~by students for personal academic~~ 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.

**Recordings Made by The District.** The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately 30 days but may change at any time.

**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

**Prohibited Recordings by Students.** Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

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

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

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

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

Adopted on: June 11, 2018

Revised on: July 8, 2019

Reviewed on: \_\_\_\_\_

## 6036

### Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

**Effective Reading Teachers.** It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

**Reading Assessment.** ~~Beginning in 2019-20,~~ The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment ~~for kindergarten students~~ must occur within the first 30 45 calendar days ~~of the school year~~ that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school in in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

**Deficiency Identification.** Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

**Supplemental Reading Intervention Program.** The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must **be**:

- **Be provided** to any student identified as having a reading deficiency;
- **Be implemented** during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- **Made available as** a summer reading program **between** each summer for any student who has been enrolled in grade one, **grade two, or grade three** or **in a higher grade** and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or **may be** offered online.

The supplemental reading intervention program may also include:

- Reading intervention **techniques that are based on scientific research and best practices that are evidence-based;**
- Diagnostic assessments to **identify specific skill-based strengths and weaknesses a student may have;**
- **Frequent frequently monitoring of** student progress throughout the school year **and adjust with** instruction **adjusted** accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

**Parent/Guardian Notification.** The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

**Reading Improvement Plan.** Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

**Reading Progress.** Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Technology Recycle List:

1. Overhead projector
- 2.3 Mimio Teach bars
- 3.3 2011 Macbook Pro
- 4.1 2010 Macbook Pro
- 5.2 Window 7 Machines HP
6. VCR
7. Intercom System (old)
- 8.1 Mimio Pad
9. Projector screen
10. 2 old wireless keyboards
11. 72 Aruba 305 Access Points
12. Old ipad dongles

# **Superior Elementary School 2021-22 Student Handbook**

**Superior Elementary School  
601 W. 8th Street  
PO Box 181  
Superior, NE 68978  
402-879-3256  
855-498-1224 (fax)  
[www.superiorwildcats.org](http://www.superiorwildcats.org)  
#NebraskaWildcatNation**



**Marty Kobza  
Superintendent  
402-879-3257 ext. 127**

**Jodi Fierstein  
Elementary Principal  
402-879-3257 ext. 225**

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## WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook. Copies will be sent home on the first day of school that you must read, sign, and return no later than **Monday, August 23, 2021**.

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

Sincerely,  
Jodi Fierstein  
Elementary Principal

## INTENT OF HANDBOOK

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

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

## NOTICE OF NONDISCRIMINATION

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

Name: Marty Kobza  
Title: Superintendent  
Address: 601 West 8th Street  
Telephone: 402-879-3257 ext. 127  
E-mail: mkobza@superiorwildcats.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 3053 – Nondiscrimination.

## NO DISCRIMINACIÓN EN PROGRAMAS EDUCATIVOS Y ACTIVIDADES

Las escuelas públicas superiores no discrimina en base de raza, color, origen nacional, género, edad, discapacidad, estado civil, o basado en dichas clases protegidas, en la admisión o acceso, o tratamiento de empleo o programas educativos y actividades. Cualquier persona que tenga información o consultas con respecto a cualquier tal discriminación es dirigida en contacto con el Superintendente en la escritura en las escuelas públicas superiores, POB 288, Superior, NE 68978 o por teléfono al (402) 879-3257 ext 127. Cualquier persona puede comunicarse también con el Office of Civil Rights, U.S. Department of Education: por correo electrónico a [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); por teléfono al (816) 268-0550; o por fax al (816) 268-0599, con respecto a las quejas de discriminación basado en raza, color, origen nacional, género, edad, discapacidad así como quejas relativas a la denegación del acceso o la otra discriminación contra Boys Scouts o de otros grupos juveniles.

Puede contactar a cualquier persona que tenga preguntas acerca de las escuelas públicas superiores cumplimiento de título II, título IV, Título IX y la sección 504:

Marty Kobza, Superintendente  
Superior de las escuelas públicas del distrito 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext 127  
[mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org)

## **MISSION STATEMENT**

The mission of the Superior Public Schools is to provide a student-centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

## **CHILD FIND**

Superior Public School has the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities and in need of special education related services, regardless of the severity of their disabilities. If you have questions or concerns about a child, please contact the Superintendent of Schools or Elementary School Principal (879-3257) concerning the district's special education referral process.

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

### **Accidents**

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicular accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

### **Annual Health Screening Information**

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-5, 8, 10, and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

**Health screenings will be conducted according to the DHHS Rules and regulations. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However, parents are advised that they may be required to provide a medical exam report in place of allowing a health screening.**

## **Attendance**

### **Attendance Philosophy**

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student's educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

### **Exceptions**

This policy does not apply when 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.

### **Discontinuing Enrollment – 5 Year Old Students**

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

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request 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 and Make-Up Privileges**

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. Death or serious illness of the student's family member.
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student.
7. Severe weather.
8. Appearance at court or for other legal matters.
9. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have their parent/legal guardian call the office requesting an excused absence prior to the day of the absence.
2. In cases of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Participation in a school-sponsored activity is **not** considered an absence from school. Students should contact teachers for make-up work prior to leaving for the activity.

Students who, after being in attendance at school, find he/she must leave school, must obtain permission from the office in order to earn an excused absence and make-up privileges.

If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school 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.

### **Make-up Work**

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

### **Unexcused Absences**

All other absences are unexcused unless the student was given prior approval by the principal. Students may not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student may receive a grade of zero (0) which will be averaged with the other grades for that grading period.

### **Excessive Absenteeism**

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.** In the event of repeated violations of the attendance laws, no written notice shall be required and a complaint may be filed at once.

### **Make-Up Time**

Each case of excessive absenteeism will be judged based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up time in the office. **This period of time will be 3:35-4:00 P.M. for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve make-up time may result in an in-school suspension. All make-up time must be completed outside of the regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

### **Start of School Day**

Students are expected to arrive at school no earlier than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for the supervision of students.**

Students will be dismissed at the end of the last period of the school day, unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity,

upon dismissal students must leave the school grounds and proceed home or to a previously designated location. **The school is not responsible for supervision of students once the students are to have left school grounds.**

**Students who are tardy at the beginning of the school day must report to the office before entering their classroom.** The office will determine whether the tardy is excused or unexcused.

### **Tardiness**

Habitual tardiness will result in a penalty for the student.

### **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 Superior 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. Report cards will not be delivered until all due bills have been paid.

### **Book Bags**

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers, and staff.

### **Books and Supplies**

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

Students may 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. **If parents are unable to provide the consumable supplies for their child, they may contact the building principal for assistance.**

### **Breakfast and Lunch Periods**

Students living in town and eating breakfast at school must be transported by parents to breakfast. There is **no** shuttle bus to breakfast. Parents should drop off breakfast students at the main entrance of the Jr./Sr. High School. This entrance is located by the flagpole on the north side of the building. Students eating breakfast at school should be dropped off between 7:40 A.M. and 7:50 A.M. Students will walk directly into the cafeteria for breakfast. Students may bring their own breakfast or use the regular breakfast menu.

Students may not leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy, or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods.

Students who bring their own lunch may purchase milk to go with their lunch. Pop should not be brought to school in sack lunches. Parents are always welcome to eat with their students at school,

simply let the school know in advance by calling the office. Students may be allowed to eat at home on some occasions with written permission from their parent and approval from the building principal.

### **Bulletin Boards**

Posters or fliers must be approved by the principal's office before being placed on bulletin boards or walls. Students who obtain permission to place posters are responsible for removing them at the conclusion of their importance.

### **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.

### **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, [SafeSchools Alert Tip Reporting System provided by ALICAP](#), 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.

### **Bullying Investigations**

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

### **Cafeteria Rules**

1. Respect others at all times.
2. No exchanging of food and/or drink.
3. No playing with food.
4. No pop or candy should be brought in sack lunches.
5. Students are to use proper manners including eating quietly.
6. There will be no throwing of food or other items.
7. Students should remain at their tables until they are dismissed.
8. Students should stay in line while waiting for food and while being dismissed.
9. Students should keep their hands and feet away from others.
10. Students must treat lunch personnel with respect.
11. Students who violate the above rules will be disciplined.

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

### **Regulations on Use**

1. Elementary students, grades PK-5, are prohibited from using cell phones and other electronic devices while at school, except as provided in this policy.
2. Elementary students may use cell phones and other electronic devices on school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or disruption. Students may not have cell phones and electronic devices while they are in locker rooms, classrooms, or restrooms.
3. Students must keep their cell phones and electronic devices in their lockers during school hours.
4. Elementary students may not use cell phones and electronic devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle.
5. Elementary students shall be personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for theft, loss, or damage to cell phones or other electronic devices.
6. Elementary students who violate this policy will have their cell phones and other electronic devices confiscated immediately. The administration will return confiscated electronic devices to the offending student's parent or guardian after a meeting to discuss the violation.

### **Violations**

1. Prohibited Use of Cell Phones and Other Electronic Devices: Students shall not use cell phones and other electronic devices for:
  - a. activities which disrupt the educational environment;
  - b. illegal activities;
  - c. unethical activities, such as cheating on assignments or tests;
  - d. immoral or pornographic activities;
  - e. activities in violation of Board or school policies and procedures relating to student conduct and harassment;
  - f. recording the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
  - g. failing to promptly delete any recording or image in violation of this policy;
  - h. "sexting", or while on school grounds or at a school activity having any "sexting" message on their electronic devices regardless of when the message was received; or
  - i. activities that invade the privacy of others.

Any prohibited uses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, up to suspension and expulsion from school.

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 ad/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.

The following guidelines shall be followed in imposing disciplinary action:

- a. ~~**First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class.~~
- b. ~~**Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for one (1) week and is required to attend the next STOPiT class.~~
- c. ~~**Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for two (2) weeks and is required to attend the next STOPiT class.~~
- d. ~~**Fourth Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class. The future use of all electronic devices at school by the student will be evaluated and determined by the school administration.~~

Violations of federal or state laws and regulations including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

### **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 other portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

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

### **Child Abuse and Neglect**

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

### **Closed Campus**

No elementary student may leave school grounds alone during the school day. Any parent who wants to pick up a child during the school day, no matter what the purpose, must come to the school office to do so. We reserve the right **not** to release the child to anyone other than the custodial parent. In cases of doubt, we phone the custodial parent to confirm that someone else is authorized to pick up the child.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Megan McMeen (school nurse) 879-3257 ext. 157 or Jodi Fierstein (Elementary Principal) 879-3257 ext 225.

In order to return to school after a communicable or infectious disease, the student must be suitably healthy and no longer be contagious. The following standards reflect general guidance in regards to various infections:

Chicken pox	After all lesions are scabbed over and dry
Conjunctivitis (Pink Eye)	After there is no discharge, or redness and eye is comfortable. Consulting with a doctor is encouraged.
Enteriobiasis (Pinworms)	After treatment is given. Essential to practice good hand washing.
Fifth Disease	No fever and Doctor's written permission
Impetigo	After treatment is started and lesions brought under control. Essential to practice good hygiene. When control is questionable a Doctor's written permission will be required.

Influenza/Common Cold	After fever is normal for 24 hours without medication. Symptoms subsiding.
Head Lice	<b><u>Students should be treated and nits removed before returning to school.</u></b> Students will isolate personal articles if 3 or more cases occur within one week in a homeroom. Further information on page 29 of this handbook.
Ringworm	After treatment is instituted. Essential to practice good hygiene. Encourage consulting with a physician.
Scabies	24 hours after treatment is started & Doctor's written permission.
Streptococcal Infection	48 hours after treatment started or until symptoms have subsided. Encourage consulting physician. (Scarlet Fever, Scarlatina, Strep Throat, etc.)
All others	Doctor's written permission and following exclusion periods recommended by NE Dept of Health.

### **Communicating with Parents**

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

### **Complaint Procedure**

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

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

### **Complaint and Appeal Process**

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

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

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

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

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

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

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

c) Interview the complainant to determine:

1) All relevant details of the complaint;

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

3) The action or solution, which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**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 dismissal made pursuant to this section.

### **Computer Network Use by Students**

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

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

##### **A. Acceptable Use**

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

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

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

## II. **Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

a. Loss of computer privileges;

b. Short-term suspension;

c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**III. Protection of Students**

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

2. Staff will specifically educate students on

a. Appropriate interactions with other individuals on social networking websites and in chat rooms.

b. cyberbullying awareness and response.

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

**Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and third quarters. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

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. Students will be sent home with an emergency contact form at the beginning of the school year or when they register for classes. The purpose of this contact form is to provide the aforementioned information and to ensure the school maintains accurate contact information that may be used in the event of an emergency. 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**

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

Dating violence training shall be provided to staff deemed appropriate by the administration and in accordance with Nebraska Law.

### **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: Marty Kobza, Supt. at (402-879-3257 ext.127 ), [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at Superior Public Schools (402-879-3257 ext. 127), [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org), 601 West 8th Street, Superior NE 68978 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jodi Fierstein, Elementary Principal at Superior Elementary School (402-879-3257 ext 225), [jfierstein@superiorwildcats.org](mailto:jfierstein@superiorwildcats.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 and Appearance**

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Spaghetti strap tops
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas in school buildings during the school day.
7. Attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. **Flip flop sandals.**

**The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.**

**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 assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.**

## **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.

## **Fire Drills and Emergency Exits**

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

## **Food and Drink Regulations**

The classroom is meant to be an academic environment. Food, candy, and drink items, other than water, should be used on a limited basis in classrooms under the supervision of the classroom teacher. Food and drink containers cannot be taken to the lockers, unless it is the student's sack lunch brought from home. The juice, water and milk machines will remain on the entire school day.

## **Food Service Program**

The Superior Public Schools participate in USDA's National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education. **Pursuant to Superior Board Policy, students may NOT charge lunches.** Students will be notified of their lunch status the last day of the week so meals can be taken care of early Monday morning. "Blue sheets" will be sent home with elementary students in their red folders when their lunch account or snack milk balance reaches five (5) lunches/milks or lower.

### **Breakfast**

The school will serve breakfast daily from 7:40 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 \$1.35 and adults \$2.00 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$2.50. Lunch for 6-12 lunch is \$2.75 for students and \$3.50 for adults.

### **Kindergarten Snack Milk**

The school will offer a snack milk program to students in kindergarten Monday through Thursday. All milk served to a student (except the initial carton served with lunch) will cost \$0.45 per half pint. This snack milk is not part of the Free & Reduced Lunch Program. The price for milk may change during the

school year. Milk will be served in the afternoon. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

### **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 family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if the family account has no funds available to pay for a meal, no food will be provided.

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

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

### **Collection of Delinquent Meal Charge Debt**

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

### **Notice of Non-discrimination**

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) correo: 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; o
- (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

### **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.

### **Fundraising**

No school or community fundraising activities will be sponsored without the consent of the administration.

### **Gifts**

Students and their parents are discouraged from the routine presentation of gifts to district employees. This provision is not to be interpreted as discouraging acts of generosity in unusual circumstances.

### **Head Lice**

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

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

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

### **Homebound Instruction**

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

### **Homeless Children and Youth**

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social

services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, Supt., who may be contacted at 402-879-3257 ext. 127.

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

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertusis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are available upon request.

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

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

### **Initiations and Hazing**

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another

person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Kindergarten Registration**

During the 3rd quarter Parent-Teacher conferences, all prospective kindergarten students may be registered for the fall term during Kindergarten Registration. Children who will be **five** years of age on or before July 31<sup>st</sup> may register for the upcoming school year. Students who turn age six before January 1 of the upcoming school year **must** enroll for kindergarten. The student's birth certificate is to be presented at this time.

### **Library Media Center**

Students are encouraged to check out materials from the library, provided they return them on time. The media center may assess fees for overdue, damaged, or lost materials, books, or equipment.

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

### **Lost and Found**

All lost and found articles are to be taken to the office of the principal. 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, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

**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

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

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.

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

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

Superior Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

#### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parents and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation finds to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local education agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parent, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

### **Participation in P.E., Art, Music, Band, and Outdoor Activities**

Students may be excused from participation in a specialist's class or outdoor activities. However, the student is required to attend the class with his/her classmates. Parents who do not want their children to play outdoors or participate in the specialist's class must send a written request to school. Non-participation for more than three (3) days will require a doctor's written statement. The Specialist for the activity missed will make alternative assignments to be completed by the student. Requests for non-participation should be limited.

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

### **Parties**

Elementary classes may have seasonal parties during the year. Recognized room parties include those held for Fall/Harvest, Christmas, and Valentine's Day. The Fall/Harvest party is held in place of a Halloween party, and students are **not** allowed to wear costumes or dress up. Party treats are usually furnished by student's parents, but may be provided by the teacher. **The school wellness committee does not recommend bringing treats with minimal nutritional value.** Treats are not allowed for any other purposes, aside from when a teacher gives permission for birthday treats to be brought.

Room parties are not to exceed one (1) hour in length and should be well organized. Room party activities must be approved by the classroom teacher. Any additional parties must receive prior approval from the Principal.

### **PBiS (Positive Behavior Interventions and Supports)**

Superior Elementary is a Nebraska PBIS School. PBiS is an evidence-based, data-informed process that works to increase student achievement, school attendance, and school success while decreasing challenging student behaviors. Our school wide umbrella expectations are Considerate, Accountable, Teamwork, and Safe (C.A.T.S.). We have implemented our school wide PBIS expectations in six common areas on the school campus. Each year classroom teachers along with input from their students will develop classroom expectations to be implemented. The specific expectations for each common area at Superior Elementary are listed below:

Common Area Expectations

Location	<u>C</u> onsiderate	<u>A</u> ccountable	<u>T</u> eamwork	<u>S</u> afe
Hallways	<p>Keep hands and feet to yourself.</p> <p>Make room for others passing.</p> <p>Walk on the right side.</p> <p>Visit quietly in groups of 2-3.</p> <p>In larger groups the line is silent.</p> <p>Greet others appropriately (smile, wave, "hello").</p>	<p>Keep lockers neat and closed.</p>	<p>Help others pick up dropped items.</p> <p>Pick up trash on the floor.</p> <p>Keep hands, feet and face off walls, lockers and windows.</p> <p>Use door handles to open doors.</p>	<p>Use your walking feet.</p> <p>Eyes looking forward.</p> <p>Walk facing forward.</p>
Bathrooms	<p>Enter Quietly.</p> <p>Keep hands and feet to yourself.</p> <p>Flush, Don't Rush.</p> <p>Dry to 5.</p> <p>Leave Quietly.</p>	<p>Take 2 minutes.</p> <p>Be neat and check the seat.</p>	<p>Report messes or accidents to an adult.</p> <p>Keep your space while you wait.</p> <p>Keep it clean.</p>	<p>Use walking feet.</p> <p>Keep feet on the floor.</p> <p>Wash hands with soap and shake them over the sink.</p>
Cafeteria	<p>Use please and thank you with lunch staff.</p> <p>Visit quietly with others near you.</p> <p>Keep hands and feet to yourself.</p>	<p>Keep your space/table area clean.</p> <p>Get everything you need the first time in line.</p> <p>Take appropriate amounts of food.</p>	<p>Return unopened/sealed items to designated area.</p> <p>Keep your table area and floor clean.</p> <p>Eat over your tray.</p>	<p>Report messes/accidents.</p> <p>Stay seated until dismissed.</p> <p>Use walking feet.</p>

<p>Bus</p>	<p>Keep hands off other people's things.</p> <p>Keep hands to yourself.</p> <p>Use kind words and actions.</p> <p>Patiently wait your turn.</p> <p>Visit quietly with others near you.</p>	<p>Follow technology rules.</p>	<p>Clean up after yourself.</p> <p>Check seat before you leave.</p> <p>Report problems to the driver.</p> <p>Keep your hands and face off windows.</p>	<p>Stay seated until bus stops.</p> <p>Keep feet on the floor.</p> <p>Use walking feet.</p>
<p>Recess</p>	<p>Allow anyone to join your game and encourage others.</p> <p>Keep your body to yourself.</p> <p>Take turns and share the space. (slides, swings, balls, basketball court, etc.)</p>	<p>Make sure equipment is dry before using.</p> <p>Keep sand and gravel inside their borders.</p> <p>Return equipment.</p> <p>Line up quickly when the bell rings.</p>	<p>Follow official game rules. (4-Square, Basketball, Kickball, tag games, etc.)</p> <p>Use good sportsmanship.</p> <p>Help others if needed. (hold doors, carry equipment)</p> <p>Keep hallways clean and wipe your feet.</p>	<p>Walk in the playground equipment area. (tag games in the grass only)</p> <p>Use all equipment properly. (monkey bars, slides, swings, basketballs, sandbox)</p> <p>Walk to the field with an adult.</p> <p>Stay out of the street and away from the fence.</p>

**Pedestrian and Bicycle Safety**

**Pedestrian Safety**

Parents are encouraged to plan with their child the shortest and safest route to school. Students should cross streets using the proper crosswalks. Parents should instruct their children to cross at corners or areas where school crossing signs are erected.

If students are transported by motor vehicle to school, children should be instructed to enter and leave the vehicle from the curbside. This prevents children from darting across streets or between parked cars. Students being picked up by motor vehicles must be met on the **north** side of the elementary school building or on Paw Print Road on the **south** side of the building.

The school has a safety patrol crossing guards that will direct students across streets. Students are not to cross the streets onto the school grounds without the direction of a crosswalk guard. While waiting for the crosswalk guard, students are to stand well away from the curb.

## **Bicycle Safety**

Students riding bicycles in an inappropriate or unsafe manner present hazards to motorists, pedestrians, bike riders, and themselves. **Parents should discuss bicycle safety with their children before allowing them to ride their bicycles to school.** Students should 'walk' their bicycle across all marked crosswalks on school property. All bicycles are to be placed in the bike racks provided at the elementary building.

## **Pets**

Students are responsible for obtaining specific approval and pre-arranging with their teacher before pets may be brought to school. Pets may only be brought to school according to the following guidelines:

1. Pets will be: a) brought by parents; b) taken home with parents; c) may only stay at school with consent from the building principal.
2. Animals will be confined in suitable cages.
3. Snakes, insects, and spiders will be kept in proper containers.
4. Students will not handle squirrels, bats, owls, skunks, or monkeys because of the danger of rabies.
5. Cages will be cleaned daily including the removal of surplus food, excreta, and soiled bedding.
6. Students will not be permitted to observe a creature suffer through neglect or improper treatment.

In the case of an animal bite, the student's parents and the school nurse will be notified.

## **Personal Items**

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

## **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E. Elementary students will keep their "P.E." shoes in their lockers during the school year.

## **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. Purchase will be optional and information will be sent home regarding costs. Payment is required when the picture is taken.

## **Playground Rules**

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. There will be no fighting on the playground.
3. Gum, candy, and food of any type is prohibited from the playground.

4. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
5. Students must play away from the school windows.
6. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas. Games of tag must be authorized by the supervising adult.
7. No games of dodgeball are permitted.
8. Bicycles should not be brought into the playground. Bicycles are to be placed in the racks located at school.
9. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
10. Students may not slide on the sidewalks, ice, or gravel.
11. Students must use the playground equipment properly and in a safe manner.
12. Students must play away from the building and may not congregate near the doors.
13. All playground equipment must come from the school; no personal equipment is to be brought from home.
14. Students may not stand on, or jump from, swings.
15. No balls are allowed around the equipment, except basketballs in the basketball court and Four Square Balls on the cement. All other balls are to be used in the grass area on the softball field, and will not be permitted in the playground area.
16. When the entry bell rings, students must enter the building in a quiet, clean, and respectful manner.
17. Students are to enter the building through the assigned doors.
18. 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.

School staff supervise the playground when it is in use during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

### **Police Questioning and Apprehension**

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

~~Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Nebraska~~

~~Department of Health and Human Services or law enforcement officers without prior knowledge of the parent or guardians.~~

### **Private Party Invitations**

Party invitations should not be distributed in the classroom or at school unless **every** child receives an invitation.

### **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 month of August of the current school year. 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.

### **Required Documents for Student Admission**

1. A certified copy of the student's **birth certificate** issued by the state in which the child was born is required prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by any individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a **physical examination** by a physician, physician assistant, or an advanced practice registered nurse. The examination must have taken place within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a **visual evaluation** by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The evaluation must have taken place within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on:
  - a. Written statement by health care provider that immunization would be injurious to the student or a family member; or
  - b. Affidavit of a religious reason for non-immunization.

Provisional enrollment is allowed based on a written statement of health care provider that immunizations have begun, and immunization is continued as rapidly as medically feasible or a written statement of parent guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3. Forms to submit objections are available from the school.

### **Rights of Custodial and Non-Custodial Parents**

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

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

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

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

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

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

### **Secret Organizations**

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

### **School Day**

The school day typically begins at 8:10 a.m. and ends at 3:35 pm Mondays-Thursdays. On Friday school begins at 8:10am and ends at 2:35pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

### Elementary Daily Schedule

<b>7:40-8:05</b>	<b>Breakfast Served</b>
7:50	Non-breakfast students are permitted to go to their classrooms
<b>8:05</b>	<b>Entry bell rings</b>
8:10	Classes begin – Tardy bell rings
10:45-11:00	4-5 Recess
11:00-11:30	K-5 Lunch Period
11:30-11:45	K-3 Recess
<b>3:35</b>	<b>Monday-Thursday Dismissal bell</b>
<b>(2:35)</b>	<b>(Friday Dismissal Time)</b>
3:35-3:50	Teacher contact and prep time

### Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact school nurse, Megan McMeen. 402-879-3257 ext. 157.

### Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child'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 your child.

### Student Fee Policy

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

There will be a \$30 service charge on all returned checks.

### **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 does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **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 Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
- Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.

- FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
- Art Club: Annual membership fee of \$10.
- Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
- Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
- Football: Students must provide their own football shoes, undergarments, and mouth guards.
- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Physical Education: Students are responsible for the cost of off campus activities if not graded.
- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.
- Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Family, Career, and Community Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Foreign Language Club: Annual membership fee of \$10.

**6. Post-Secondary Education Costs. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in the district's high school. As a general rule, the district will pay all tuition costs for post-secondary courses and cost for achieving industry-based certifications. Students will be responsible for books and other such fees associated with the course. Students who do not successfully meet the requirements to receive credit or certification must reimburse the district for all costs associated with the course or certification.

**7. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

**8. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.

**9. Participation in Before-and-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. The maximum dollar amount charged by the district for these services shall be \$100 per month.

**10. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$300.

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

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

- Breakfast Program – Grades K-12
  - Adults \$2.00
  - Regular Price \$1.35
  - Reduced Price \$0.30
- Lunch Program – Grades K-5
  - Adults \$3.50
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50
- Lunch Program – Grades 6-12
  - Adults \$3.50
  - Regular Price \$2.75
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50

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

- Band  
Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
- Swing Choir  
Students must purchase outfits and shoes selected by the and/or student group.

**13. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, various recognition's dances, class trips, 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. The suggested donation to the class fund will be \$5 to \$100.

### **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.

### **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 Fee Fund**

The school board established a Student Fee Fund. The Student Fee Fund is 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 courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Student Pick-Up**

Parents picking up elementary students should do so in the parking lot on the **north** side of the elementary building or on Paw Print Road on the **south** side of the building.

### **Student Records**

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

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

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

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

Directory information about students may 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 in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

### **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.

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

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

#### **Transfer of Records Upon Student Enrollment**

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

#### **Maintenance and Destruction**

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

#### **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 Transfer or Withdrawal**

Students withdrawing or transferring to another school must inform the building principal. The administration will give necessary suggestions for a successful transfer. Grades may be withheld

pending payment of all school debts and obligations. Complete cumulative records are transferred through the administrator's office on request from the new school's administration.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. However, use of school phones by students should be as limited as possible. Parents should not plan to use the school phones to contact students about pick-ups or visits to the homes of other students. Parents may call the school and leave a message with the office that will be given to the students between classes or during their study time. When it is necessary for a student to use the school telephone, they will be allowed to do so when the telephone is not otherwise in use.

Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

### **Threat Assessment and Response**

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

#### **1. Definitions**

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

#### **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether

a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

### **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor the 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 superintendent may, but is not required to, review the following types of information:

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

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 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**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Tornado Drill Procedures**

The school intercom system will notify classrooms of tornado drills. PreK-5 teachers are to move their students to the designated tornado shelter. Students will put their arms over their ears, hands on top of their heads, and assume a kneeling position towards the wall.

In the event of a tornado warning, students will remain at school until the danger passes. If tornado sirens go off, teachers will move students to the designated tornado shelter. Parents will not be able to pick students up at such time.

### **Transportation Services**

The district operates school buses as a convenience for students and parents. These buses operate for the transportation of students living outside the city limits of Superior and who attend Superior Public Schools. They represent a substantial investment, and students are expected to care for and respect them. The bus stop is located on the **east** side of the elementary building. This loading area is reserved for buses only during the afternoon.

Questions concerning scheduling and routes of buses should be directed to the Bus Supervisor (402-879-3257 ext. 204). Problems on the bus should be directed to the particular bus driver and bus supervisor.

### **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.

### **Bus Regulations**

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

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 and any authorized bus monitors promptly.
- 2) Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy pupils.
- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment, shouting or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 6) If seats are assigned, students must occupy the seat assigned to them.
- 7) Students must remain seated and keep aisles and exits clear while the vehicle is moving. Students may not attempt to get on or off a moving bus.
- 8) Students must refrain from unnecessary conversation with the driver.
- 9) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 10) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 11) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 12) Students may carry on conversations in ordinary tones, but may not be loud or boisterous. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 13) 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.
- 14) Students must not at any time put hands, arms, or heads out of the bus windows.
- 15) 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
- 16) Student must respect the rights and safety of others at all times.
- 17) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting. Students must not throw items on the floor or out of the windows of the bus.
- 18) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless written parental permission is provided.
- 19) Students must wait for the signal from the driver to cross a road or highway. Once given signal, students must cross promptly. The crossing should be made approximately ten (10) feet in front of the bus, in full view of the driver.
- 20) All students riding to an elementary school function on the bus will return on the bus. The only exception will be when a parent or guardian personally requests permission to take their son or daughter home.

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.

d) **Procedures Concerning Regular Bus Routes**

- 1) 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.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver ahead of time by the parent of the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.
- 3) Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).
- 4) Students not following bus rules may not be allowed to use bus services.

**~~P.M. Shuttle Bus Information~~**

~~The shuttle buses drop off elementary students at the Kingswood Court Assisted Living block and the City Park. There is no morning shuttle bus service. Drop-off time after school is 3:50 P.M. All times may be adjusted as needed. Students not following bus riding rules may not be allowed to use the shuttle bus service. Only elementary students will be allowed to use the P.M. shuttle bus. Jr./Sr. high students who do not have an elementary sibling will not be permitted to ride the shuttle bus.~~

**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.

**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.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 0011 property. 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.

### **Visits to the School**

The board and staff of the school district welcome members of the community and other interested persons to visit the school. **All visitors must report to the office.** Students wishing to bring a visitor must have approval from the principal or classroom teacher at **least 48 hours (2 days) prior to the visit**. The following stipulations shall also apply to visitors other than parents/guardians:

1. No visits during the first four (4) weeks of the school year.
2. Visits during the last three (3) weeks of the school year are not advisable.
3. Visiting students must be enrolled in another school district.
4. Visiting students in pre-school, kindergarten, first, or second grade **must** be accompanied by parents or an adult.
5. Visiting students in grades 3, 4, 5 may visit relatives or friends by permission from the building principal.
6. Visits should be kept to two (2) hours in length.
7. Each visitor will be given a visitor's pass that must be worn at all times.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 9/10, and NTV channel 13. JMC Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up**

**for the JMC text messaging and/or email program. An automated calling service will also be utilized for notifications.**

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.

## **SECTION TWO ACADEMIC INFORMATION**

### **Academics**

#### **Promotion and Retention of Students**

The following are taken into consideration when deciding whether a student should be retained in lieu of promotion to the next grade.

1. The student's grades for the present year.
2. Regular attendance. Excessive absenteeism, even if excused, may be a basis for student retention.
3. The student's scores on the standardized achievement tests given in the spring.
4. What the student is capable of achieving.
5. The student's attitude and cooperation.
6. The student's actual age and physical size.
7. The parent's views are considered and parent's will be notified if retention is recommended.

If a student is recommended to be retained, a parent/teacher conference will be scheduled.

#### **Report Cards**

Following the end of each nine-week grading period, report cards will be given to students. **Students must have all fines and bills paid before receiving their report cards or having their online account reactivated.** The report cards are to be taken home.

Pupils entering school for the first time after the school year has started must be in school at least 4 ½ weeks prior to the date report cards are issued to be entitled to receive a report card.

#### **Grading Scales**

Grading in the Superior Elementary Schools will follow the guidelines below. Quarter and Semester grades will be given. The Grade-level Classroom teacher and the Resource teacher will work cooperatively to give special needs students grades that are appropriate for that student's ability and effort. Parents may be contacted concerning their student's performance.

Kindergarten: Each quarter a student will receive a standards/benchmark based-report card. As skills are mastered the report card will be marked accordingly each quarter.

Grades 1-2: The letter grades listed below will be used in all subject areas for grades 1-2

H	High Quality	97%-100%
S+	Above Average	90%-96%
S	Satisfactory	80%-89%
S-	Below Average	70%-79%
N	Needs Improvement	0%-69%

Grades 3-5: Percentage grades will be used in core curricular and related subject areas. Letter grades (H, S+, S, S-, N) will be given in Art, Handwriting, Band, Music, and Physical Education.

A+	98% - 100%	C+	82% - 84%	F	0%-69%
A	93% - 97%	C	77% - 81%		
B+	90% - 92%	D+	74% - 76%		
B	85% - 89%	D	70% - 73%		

### **After School Sessions**

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Bus students who may have to stay will be given a 24-hour notice so that the parents may make plans to pick the student up the following night. We realize this could be an inconvenience to parents; however, the after school time is important and should still be reserved for any student who needs the after school time. Students who are failing may be required by their teacher to stay after school until their grade is passing. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness. After school sessions will not exceed 30 minutes from the time of dismissal.

### **Tutoring**

It is expected that every effort will be made by the principal and teacher to help the student with difficulties at school before recommending that parents engage a tutor. The board believes that by maintaining a high-quality instructional staff and providing for a rich and varied curriculum the need for individual tutoring is minimized. The following rules relating to tutoring have been established:

1. A teacher may not arrange to tutor any student enrolled in his/her class for pay.
2. No tutoring for which a teacher receives a fee will be in a school building, without administrative approval.
3. Teachers who accept outside tutoring engagements make their own arrangements with parents for the fees assessed.

### **Homework**

The average primary student will be doing his or her work at school. Primary teachers do encourage parents to listen to their children read and to go over addition and subtraction facts with them. Intermediate grade students may have some homework. No hard and fast rule concerning homework can be made. Some generally accepted guidelines should govern the teacher in the assignment of homework.

1. Homework should stem from real needs and the consideration of the total education background of the individual student.

2. Homework should serve a definite purpose; to provide drill or practice on a principle or skill already taught; to provide real- life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
3. Homework should be reasonable in view of the student's situation. Health, housing conditions, outside work or responsibility, leisure time activity, and conflicting demands of home and school should not be allowed to become a frustrating and damaging combination for the student.
4. The teacher will check homework and mistakes will be marked. Teachers will indicate what work may be corrected and provide comments about work when possible.

## SECTION THREE STUDENT DISCIPLINE

### General Discipline Philosophy

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

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

- The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
- Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
- 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 only facts, and sanctions will be imposed based on the severity of the misconduct.
- Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
- Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

~~The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school.~~ The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

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

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

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior 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. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

### **After School Sessions and Detentions**

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

Students who may have to stay after school 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. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and

including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office.

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes. Students who receive multiple detentions in one semester will face escalating consequences up to and including possible suspension or expulsion

### **In-School Suspension**

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

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

1. 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 class work, including but not limited to examinations, under the following conditions outlined by the principal at the time of the suspension.

### **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 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**

**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.

**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.

**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.

**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.

**Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm**

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

**Automatic Review of Expulsions Which Continue During the First Semester of the Following Year**

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

**Use of Force**

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

**Firearms**

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such

student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**Grounds for Short-Term Suspension, 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 that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual

assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate;

personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

m. Using any object to simulate possession of a weapon;

n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

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

## **SECTION FOUR**

### **TITLE IX POLICY**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

#### **2. Definitions.** As used in this policy, the following terms are defined as follows

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability

or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because

of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

**2.7. Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

**3.1. General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure.

### **4. Response to Sexual Harassment**

**4.1. Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be

retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**4.2. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**4.5. General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## **5. Grievance Process for Formal Complaints of Sexual Harassment.**

### **5.1. General Requirements.**

**5.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**5.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

**5.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district’s education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.

**5.1.4.3. Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

**5.1.4.4. Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

**5.1.5. Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**5.1.6. Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or

extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

**5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

**5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

**5.2. Notice of Allegations.**

**5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

**5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known

**5.3. Dismissal of Formal Complaint.**

**5.3.1.** The district will investigate the allegations in a formal complaint.

**5.3.2. Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

**5.3.3. Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

**5.4. Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

**5.5. Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish

restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

#### 5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and  
5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
- 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will

- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations.

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **5.10. Recordkeeping**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance,

the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

**7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

**7.1.2. Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

**7.1.3. Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

**7.1.4. Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

**7.2. Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

**8. Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

**8.1. Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

**8.2. Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

**9. Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

**10. Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or

complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

**10.1. Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

**12. Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

**13. Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**14. Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

**SECTION FIVE  
STAFF DIRECTORY AND CALENDAR**

**MEMBERS OF BOARD OF EDUCATION**

Matt Sullivan, President 402-879-1891	Jason Jensen, Superior 402-879-5760
Brad Biltoft, Superior 402-879-5841	Peggy Meyer, Superior 402-879-1304
Matt Bargaen, Superior 402-879-5886	Luke Meyers, Superior 402-879-1144

**SCHOOL ADMINISTRATION**

Supt. of Schools	Marty Kobza	879-3257 Ext. 127
Secondary Principal	Bob Cook	879-3257 Ext. 116
Elementary Principal	Jodi Fierstein	879-3257 Ext. 225
Director of Special Services	Jodi Fierstein	879-3257 Ext. 225
School Maintenance	Kent Kottmeyer	879-3257 Ext. 166
Transportation Supervisor	Kevin Knoell	879-3257 Ext. 204
Food Service Supervisor	Jill Heusinkvelt	879-3257 Ext. 191

**ELEMENTARY CLASSROOM**

KGTN A	Laura Baird
KGTN B	Marissa Asche
Grade 1A	Haley VanNatter
Grade 1B	Rachel Renz
Grade 2A	Anne-Marie Ohmstede
Grade 2B	Diane Kile
Grade 3A	Kate Eltine
Grade 3B	Dana Henry
Grade 4A	Tricia Kuhlmann
Grade 4B	Nicole Fiegenger
Grade 5A	Jake Nannen
Grade 5B	Courtney Baker

**ELEMENTARY SPECIALISTS**

5th Band	Allison White
Vocal Music/Art	Tierney Casper
Library/Media	Sara Fuller
Physical Ed	Luke Chadwell
Title I	Heather Blackstone
Reading Specialist	Jenny Utecht
Resource Teacher	Lauren Isaacson
Resource Teacher	Courtney Utecht
Resource TEacher	Rachel Loucks
S-L Pathologist	Mackenzie Trumble
Nurse	Megan McMeeth
Social Worker	Casey Thompson

**ELEMENTARY SUPPORT STAFF**

Administrative Assistant	Rebecca Fullerton
Resource Para	Janice Hatzenbuehler
Resource Para	Jeanie Keifer
Resource Para	Melissa Jensen
Resource Para PreK	Tiffany Mundorf
Resource Para PreK	TBD
Communication Assistant	Nancy Hass
Library/Media Para	Rhonda Freeman
Reading Para	Cindy Adamson
Custodian	Teresa Richardson
Custodian	Gwen Mohler

## Superior Public Schools School Calendar 2021-22

*(subject to change)*

August	10	PreK through 5 Open House - Students and Parents 6:00-7:00 p.m.
	12	First day of school for students!
September	6	NO SCHOOL - LABOR DAY
	15	EARLY DISMISSAL 1:15 P.M. - TEACHER INSERVICE
	28	School Pictures Grades PreK-5
	30	Parent - Teacher Conferences 1:30-4:30 & 5:00-8:00 p.m.
October	1	NO SCHOOL - COMP DAY DUE TO PT CONFERENCES
	15	End of first quarter (45 days)
	20	EARLY DISMISSAL 1:15 P.M. - TEACHER INSERVICE
November	15	Family Fun Night
	17	EARLY DISMISSAL 1:15 P.M. - TEACHER INSERVICE
	24-26	NO SCHOOL PREK-12 STUDENTS - THANKSGIVING BREAK
December	9	Elementary Winter Concert 7:00 p.m.
	15	EARLY DISMISSAL 1:15 P.M. - TEACHER INSERVICE
	21	EARLY DISMISSAL 1:15 P.M. - WINTER BREAK
		End of second quarter (44 days). End of 1st semester (89 days)
	22 - Jan. 3	NO SCHOOL - CHRISTMAS & NEW YEAR'S BREAK
January	3	NO SCHOOL PREK-12 STUDENTS - TEACHER WORKDAY/INSERVICE
	4	School resumes for ALL students second semester
	19	EARLY DISMISSAL 1:15 P.M. - TEACHER INSERVICE
February	10	Parent - Teacher Conferences 1:30-4:30 & 5:00-8:00 p.m.
	11	NO SCHOOL - COMP DAY DUE TO PT CONFERENCES
	28	Family Fun Night
March	9	EARLY DISMISSAL 1:15 P.M. - TEACHER INSERVICE
		End of third quarter (46 days)
	14-18	NO SCHOOL - SPRING BREAK!
April	15	NO SCHOOL - PREK-12 STUDENTS GOOD FRIDAY
May	6	NO SCHOOL FOR KINDERGARTEN STUDENTS ONLY! Kindergarten Visitation for the Kindergarten Class of 2022-23
	10	Elementary Spring Concert 7:00 p.m.
	13	Elementary Play Day (Grades 3-5 a.m. and K-2 p.m.)
	16	Family Fun Night
	18	EARLY DISMISSAL 1:15 P.M., Last Day of School for PreK-12 End of fourth quarter (44 days). End of 2nd semester (90 days).
	19-20	Teacher In-service/Work Days

## **SECTION SIX FORMS AND NOTICES**

The section contains forms for students and parents to utilize during the school year.

Parent-Student-Teacher Compact (Page 80)

Copies of these forms will be sent home in your child's Red Folder and must be completed and returned to the school by: **Monday, August 23, 2021.**

Student Handbook Receipt Form (Yellow Form in Red Folder) (Page 81)

Emergency Contact Information Form (Green Form in Red Folder) (Page 82-83)

Superior Elementary District and Personal Technology Usage Agreement  
(Blue Form in Red Folder) (Pages 84-85)

**SCHOOL - PARENT COMPACT**  
**Superior Elementary School**  
**2020-21 School Year**

(Will be discussed at September Parent-Teacher Conferences)

Teacher/School:

*It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic achievement standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. Discuss school-parent compact at annual parent-teacher conferences.

(Optional) Teacher Signature \_\_\_\_\_

Parent/Caring Adult:

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and schools staff on an ongoing basis to be involved and support my child's learning.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

(Optional) Parent Signature \_\_\_\_\_

Student:

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.

(Optional) Student Signature \_\_\_\_\_

## STUDENT HANDBOOK RECEIPT FORM

2021-2022

(Yellow Form will be sent home in student's Red folder separate from Handbook)

The Superior Elementary School Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are requested to sign  
& return the receipt form below before August 23, 2021.**

### PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Superior Elementary Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools, **including the Drug Free School Policy.** My child and I have discussed these policies and understand that we must comply with them.

### RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

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

\_\_\_\_\_  
Student's First and Last Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature  
(K-2 optional, 3-5 required)

\_\_\_\_\_  
Date

**SUPERIOR ELEMENTARY**  
**STUDENT EMERGENCY CONTACT INFORMATION**

*(GREEN FORM will be sent home in student's Red folder separate from Handbook)*

**School Year 2021-2022**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Parent's Cell Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Parent's Employer

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Parent's Cell Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Parent's Employer

\_\_\_\_\_  
Work Phone Number

**Other persons who may be contacted in case of emergency:**

\_\_\_\_\_  
Name and Relationship to child Phone Number

\_\_\_\_\_  
Name and Relationship to child Phone Number

# STUDENT TRANSPORTATION INFORMATION

## Day Care Contact Information *(if applicable)*:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

### Regular Weekly Routine Information

*Please indicate how your child gets to and from school in the spaces below:*

Arrival

Dismissal

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

### In case of early dismissal due to bad weather, my child is to go home:

\_\_\_\_\_ Same way as listed above

\_\_\_\_\_ Different *(please specify)* \_\_\_\_\_

***\*Please notify the elementary office of any changes in the information listed above. If you want your child to go home a different way, please notify the office by phone 402-879-3257 (option 2, ext. 252) or send a note with your child. Thank you for your help!***

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Superior Elementary  
District and Personal Technology Usage Agreement  
2021-2022**

(Blue Form will be sent home in student's Red folder separate from Handbook)

**Privileges** – The use of the Superior Public Schools technology devices and computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of privileges, detention, in school and/or out of school suspension.

Students are expected to use technology devices and the Internet as an educational resource. The District hereby establishes the rules and regulations as outlined in the Computer Network Use by Students section of the student handbook.

**Account Information** – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

**Personal Electronic Device Policy**

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the rules and regulations as outlined in the Cell Phones and Other Electronic Devices section of the student handbook.

**Responsibility for Electronic Devices**

The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as may be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian, I understand I am responsible for the actions of my child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

# SUPERIOR MIDDLE/HIGH SCHOOL



## PARENT – STUDENT HANDBOOK

2021-22

**Marty Kobza**  
**Superintendent**  
**402-879-3257 EXT. 127**

**Robert Cook**  
**6-12 Principal**  
**402-879-3257 EXT. 116**



**601 W. 8<sup>th</sup> Street**  
**P.O. Box 288**  
**Superior, NE 68978**



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## **MISSION STATEMENT**

The mission of the Superior Public Schools is to provide a student centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

## **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 Superior High School. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Notice of Nondiscrimination**

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

Name: Marty Kobza  
Title: Superintendent  
Address: Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
Telephone: (402) 879-3257 ext. 127  
E-mail: mkobza@superiorwildcats.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 4001 – Nondiscrimination.

The Superior Public Schools District 65-0011 offers the following career and technical education programs for all students regardless of race, color, national origin, including those

with limited English proficiency, sex or disability in grades 9-12: *Business Education, Agricultural Education and Industrial Arts*. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact.

Marty Kobza, Superintendent  
Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

### **Aviso de no discriminación**

El distrito escolar no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y brinda acceso equitativo a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Nombre: Marty Kobza  
Título: Superintendente  
Dirección: Escuelas Públicas Superiores Distrito 65-0011  
601 West 8th Street  
Superior, NE 68978  
Teléfono: (402) 879-3257 ext. 127  
Correo electrónico: mkobza@superiorwildcats.org

Para obtener más información sobre la notificación de no discriminación, visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> para obtener la dirección y el número de teléfono de la oficina que atiende en su área o llame al 1-800-421-3481.

Para más discriminación prohibida e información relacionada, revise la Política del distrito escolar 4001 - No discriminación.

El Distrito 65-0011 de las Escuelas Públicas Superiores ofrece los siguientes programas de educación técnica y profesional para todos los estudiantes, independientemente de su raza, color, origen nacional, incluidos aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: Educación Empresarial, Educación Agrícola y Artes Industriales. Las personas que deseen obtener más información sobre las ofertas de educación profesional y técnica y los criterios específicos de requisitos previos deben ponerse en contacto.

Marty Kobza, Superintendente  
Distrito de Escuelas Públicas Superiores 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

## **CHILD FIND**

Superior Public School has the responsibility to identify, locate and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education related services. If you have questions or concerns about a child, please contact the Superintendent of Schools or High School Principal (879-3257) concerning the district's special education referral process.

## **SECTION ONE ACADEMIC INFORMATION**

### **Academics and Credit Requirements**

#### **Credit Requirements**

The definition of a credit shall be as follows:

Credit - a classroom subject which meets each day for a full period for the semester shall be one (1) credit. One (1) credit is equal to five (5) hours of instruction each week.

#### **Requirements for High School Graduation**

Forty-eight (48) credits are required to graduate. Thirty-four (34) credits will be from within the core curriculum which is listed below in the "Core Curriculum" subsection.

Parents shall be notified when a student is ineligible to receive a diploma after seven (7) semesters of attendance. A student ineligible to receive a diploma after completion of seven (7) semesters of attendance will be allowed to participate in the commencement exercises but will be awarded a Certificate of Attendance. If the student completes eight (8) semesters of attendance and is still ineligible to receive a diploma, that student shall be awarded a Certificate of Attendance. There shall be no distinction made between students receiving Certificates of Attendance at the spring commencement exercises. A student receiving a Certificate of Attendance shall have the option of returning to school and completing the requirements for a diploma.

#### **Early Graduation**

In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements listed below.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

## **Promotion and Retention of Students**

Upon satisfactory completion of the requirements of the grade level, students attending the sixth thru eighth grades of the Superior High School shall advance to the next grade.

Students may be required to repeat the same grade provided that the student's building principal believes that the student will benefit from repeating the grade. If retention of a student is considered, a careful study of the needs of the student shall precede any decision relative to the retention. The building principal in basing his/her decision to retain the student may include, but is not limited to a conference with the student, the student's parents or guardian, the student's teacher(s) and the guidance counselor. Adequate testing of the student shall be performed to determine if the leading difficulty of the student could best be served in a special education program. The final decision for the retention of a student shall be made by the administration.

## **CORE CURRICULUM:**

The following subject areas are required or recommended as part of the core curriculum:

### **English/Language Arts: Eight (8) credits required: (4 years)**

- English I (or \*Practical English)
- English II (or \*Applied English)
- English III (or \*Creative Writing/Reading)
- English IV (or \*Career English) (or A.P. English)

\*Classes are for students who have failed classes in the regular English curriculum and for those students recommended by the English department.

### **Mathematics: Six (6) credits required: (3 years)**

### **Science: Six (6) credits required: (3 years)**

\*Biology shall be required for two of these credits.

### **Social Science: Six (6) credits. (3 years)**

\*American History and American Government shall be required for four of these credits.

### **Personal Health and Physical Fitness: Two (2) credits. (1 year)**

### **Visual and Performing Arts: Two (2) credits. (1 year)**

### **Vocational Education: Four (4) credits required. (2 years)**

**Foreign Language:** Four (4) credits are recommended if a student plans on attending a four-year college. Students should check potential college choices for entrance requirements.

**Distance Learning or On-Line Classes:** Not required, but is recommended to all students.

## **Electives**

The remaining ten or fourteen (10 or 14) credits needed to complete graduation requirements shall be selected from subjects offered within the high school curriculum. This will depend on whether the student takes Foreign Language.

### Other

Credits or semester hours earned through Armed Forces programs and/or correspondence courses must be approved by the principal prior to acceptance as credit toward completion of a student's graduation requirements.

### Dropping or Adding Subjects

Students may not drop, discontinue, or add subjects without permission of the counselor.

Students wishing to drop, discontinue, or add a subject must complete the following steps within the first three (3) days of the semester:

1. Receive approval from their parents.
2. Consult with the instructor of the subject to be dropped or added.
3. Secure the proper paperwork from the counselor and receive permission from the counselor.

A student who enrolls in a two-semester subject will be expected to complete both semesters. However, if a student is removed from a class after the first week of the semester he/she will fail the semester, receive a "0" and be reassigned for the remainder of the semester.

### Reports to Parents

Parents/guardians of students should monitor their students' grades via the Superior High School online website or by calling the school periodically. Parents/guardians wanting to view their students' grades via the website should contact Superior High School to receive more information.

### Report cards

Following the end of each nine weeks grading period report cards will be made available online. **Students must have all fines and bills paid before having their online account reactivated.** Students who are unable to view their report cards online and have all fines and bills paid will have their report cards printed for them by request.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

### Class Rank

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a

student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

### **Grading Scale**

A+	98-100%	C	77-81%
A	93-97%	D+	74-76%
B+	90-92%	D	70-73%
B	85-89%	F	0-69%
C+	82-84%	I	Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

### **Semester Test Policy**

All students in grades 9-12 will be required to take a semester test in each class. **Semester test are 15% of a student's final semester grade.**

### **Honor Roll**

The Honor Roll, which is designed to recognize student achievement, is divided into two categories:

**High Honor Roll:** An accumulative average in percentage graded courses of 93% or above, with no grade lower than 86%, no letter grade lower than a B and no incompletes for the quarter or semester.

**Honor Roll:** An accumulative average in percentage graded courses of 88%-92%, with no grade lower than 82%, no letter grade lower than a C and no incompletes for the quarter or semester.

### **Teacher-Aide Periods**

Sophomores, Juniors, and Seniors may serve as a teacher-aide for one (1) period per day if they have a 85% or above cumulative GPA.

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

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

### **Accidents**

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicle accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

### **Announcements and Bulletins**

Announcements are distributed and read during the beginning of third period in the morning if possible or at another time deemed appropriate by the principal. Announcements may also be sent via email to students when possible. Announcements are also posted on the school website and may also be accessed via Superior Public Schools automated phone system by dialing ext. 187.

### **Annual Health Screening Information**

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-5, 6, 8, 10 and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

**Health screenings according to the DHHS Rules and Regulations will be followed. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However parents are advised that they may be required to provide a medical exam report in place of allowing Health screening.**

### **Attendance Policy**

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student's educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

### **Exceptions**

This policy does not apply when 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.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and submit it to the superintendent using the form which is available from the building principal. 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 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 available from the building principal. The district will follow the procedures outlined on the 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 and Make-Up Privileges**

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness.)
2. Death or serious illness of the student's family member.
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student or for a child whom the student is parenting.
7. Participating in an event as a member of a team or group representing Superior Middle/High School in an approved activity.
8. Severe Weather.
9. Appearance at court or for other legal matters.
10. College planning visits. (Limit of 3)
11. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have parent/legal guardian call the office requesting excused absence prior to the day of the absence. (Written requests in advance will be accepted only if parent/guardian has no telephone).
2. In case of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Students participating as members of a team or group representing Superior Middle/High School in an approved activity will automatically receive an excused absence. **Students**

should contact their teachers for make-up work prior to leaving for the activity. All of the student's teachers will need to sign the student's sign out sheet, signifying that the student has completed the necessary homework. Homework that is due for the day of the absence will need to be completed before the student leaves for the activity. If the student is not signed out by the teacher, the student will not be allowed to attend the activity.

Students who, after being in attendance at school, find he/she must leave school must obtain permission from the principal in order to earn an excused absence and make-up privileges. If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school 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 who have missing work will be expected to complete the work by the end of the day it was due or will be required to stay after school the following day. Students who do not show up for their after school work session, will receive a detention to be served with the teacher who is owed the missing work. If a student doesn't show up for the detention, they will receive an in school detention each day until the missing assignment is completed.

### **Make-Up Work**

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

### **Unexcused Absences**

All other absences are unexcused unless the student was given prior approval by the principal. Students will not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student will receive a grade of zero (0) which will be averaged with the other grades for that grading period.

### **Excessive Absenteeism**

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.**

### **Make-Up Time**

Each case of excessive absence will be judged, based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up time in the office. **This period of time will be 3:38 to 4:08 for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve the make-up time may result in an "in-school" suspension. All make up time must be completed outside of the regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

### **Start of School Day and Tardiness**

The school day starts at **8:05 A.M.** and ends at **3:38 P.M. Monday through Thursday and runs from 8:05 A.M. to 2:38 P.M. on Fridays.** Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.**

Students will be dismissed at the end of the last period of the school day unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity, upon dismissal students must leave the school grounds and proceed home or to a previously designated location unless participating in a school sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Students who are tardy either at the beginning of the school day, or to any class period during the day must report to the office for a tardy slip. The office will determine whether the tardy is excused or unexcused. Students who report to class later than fifteen (15) minutes after class has started will be counted **absent** for that class. Students reporting to class late will be given a pass that is clearly marked either tardy or absent. Special circumstances may arise where the principal will admit a student or group of students to class late with no tardy or absence assessed.

Being tardy is disruptive to the instructional process and students are expected to be on time for classes. Excessive tardiness may result in not being admitted to class and a zero (0) given for all assignments missed due to the absence. Students who accrue unexcused tardies after accumulating over twenty (20) absences may be reported to the county attorney of the county in which the student resides.

### **Consequences will be assessed for repeated or habitual tardiness.**

- Students will be required to make-up time accrued from unexcused tardies during the day immediately after school on the same day the unexcused tardies were accrued. Students riding the bus will be required to stay the following day to make up the necessary time

and should make arrangements to do so with their parent(s)/guardian(s). Students will also be required to turn their phones into the office for any unexcused tardies.

- After a student accrues three (3) tardies, he/she will be assessed fifteen (15) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues four (4) tardies, he/she will be assessed thirty (30) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues five (5) tardies, he/she will be assessed sixty (60) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues six (6) tardies, he/she will be assessed a one (1) day in-school suspension and be required to turn in their ECD for one (1) week.
- After a student accrues seven (7) tardies or more, a conference with the administrator, the student, and the student's parents will be scheduled. The students will also be required to turn their ECD into the office for one (1) month.

### **Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

### **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 Superior 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.

### **Book Bags**

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers and staff.

### **Books and Supplies**

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

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. If a family is unable to provide all of the listed supplies due to financial circumstances, please contact the building principal or office for assistance.

### **Breakfast and Lunch Periods – Closed Campus**

Students may not leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods. Middle School and High School students may be assigned seating areas by the lunch supervisors.

### **Breastfeeding and Lactation**

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

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

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

### **Bulletin Boards**

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

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 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.

Students are prohibited from engaging in any form of bullying. A student who engages in bullying 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. 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. 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.

### **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 (SafeSchools Alert Tip Reporting System provided by Alicap) 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.

### **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 circumstances will school district staff be deliberately indifferent to allegations of bullying.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed. Students are expected to either eat lunch at school or go to their own homes. Parents must provide a written authorization for their student to eat lunch at home to the student’s building principal.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

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

### **Regulations on Use**

1. Students in grades 9-12 are allowed to use their cell phones or other electronic communication device until the 8:05 A.M. bell rings. Then, they should turn off the device and place it in the area assigned by the classroom teacher. Students in grades 6-8 are not allowed to use their phones during school. Their cell phones should be left at home or turned off and left in their locker. Cell phones are not allowed in the restrooms or locker rooms. Teachers may, at their discretion, utilize cell phones in the classroom for educational purposes.
2. All students who are ineligible or who have not attended detentions or after school sessions with teachers should turn their cell phones into the office before 8:05 A.M. The phone should be turned off and placed in the area assigned by office personnel. Students who are tardy should turn the device into the office upon arrival.
3. Students in grades 9-12 are allowed to use their cell phones and other electronic communication devices at lunch or during passing time, unless they are ineligible according to the Down List. Students in grades 6-8 are not allowed to use their cell phones or other electronic communication device at lunch at any time. If a student would like to make a phone call during lunch, he/she must do so in the office.
4. If a student wishes to make a phone call during the school day, they should do so in the office or in the teacher's presence.
5. Students are prohibited from taking or sending inappropriate messages/texts. If a student is found to have taken or sent an inappropriate message/text with their phone or other device, the device will be confiscated and returned to the student's parent. The student will not be allowed to have their phone at school for a period of two (2) weeks following such a violation.
6. Students are permitted to possess and use phones and electronic devices before school hours and after school hours, provided that the student does not otherwise violate this policy. Administrators have the discretion to prohibit student possession or use of phones and electronic devices on school grounds during these times. In the event the administration determines such further restrictions are appropriate, an announcement will be given regarding the change in permitted use.
7. Phones and electronic devices may be used during class time by 9-12 grade students when specifically approved by the teacher or school administrator. Such use should be limited to that which is in conjunction with appropriate and authorized class or school activities or events (i.e., a student use of a camera during a photography class, student use of a laptop computer for a class presentation).

### **Violations**

1. Prohibited Use of Electronic Devices:

#### **Students shall not use electronic devices for:**

- a. activities which disrupt the educational environment;
- b. illegal activities;
- c. unethical activities, such as cheating on assignments or tests;
- d. immoral or pornographic activities;
- e. activities in violation of Board or school policies and procedures relating to student conduct and harassment;

- f. recording the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
- g. failing to promptly delete any recording or image in violation of this policy;
- h. “sexting”, or while on school grounds or at a school activity having any “sexting” message on their electronic devices regardless of when the message was received; or
- i. activities that invade the privacy of others.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return the 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.

Violations of federal or state laws and regulations including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

### **Cheating, Plagiarism, and Academic Dishonesty**

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

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

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

### **Child Abuse and Neglect**

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

state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Class Dismissal**

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

### **Classroom Behavior**

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

- arrive to class on time;
- remain in the classroom the first 30 minutes of each class period;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Bob Cook 402-879-3257 ext. 116.

### **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\Chromebook Network Use by Students**

Students are expected to use computers\Chromebooks and the Internet as an educational resource. The following procedures and guidelines govern the use of computers\Chromebooks 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\Chromebooks 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\Chromebooks, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers\Chromebooks for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers\Chromebooks to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers\Chromebooks 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\Chromebook files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer\Chromebook code designed to self-replicate, damage, or otherwise hinder the performance of any computer's\Chromebook'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\Chromebooks,

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\Chromebook 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\Chromebook system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer\Chromebook privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board 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\Chromebook applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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

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

**Complaint Procedure**

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

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

**Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**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 and third quarters. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

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.

## **Dances\Prom\Homecoming**

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

### **Middle School Dances**

Middle School dances (6-8) are restricted to students currently enrolled in the Superior middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the

close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### **High School Dances**

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

### **Junior/Senior Prom**

Members of the Superior High School junior and senior classes may invite guests to the prom under the following rules:

1. All guests must be cleared through the principal's office. The name of the guest must be submitted to the principal ahead of time.
2. Guests are expected to follow all rules the students must follow. Each student is responsible for his/her guest's conduct.
3. Appropriate attire is expected. **No blue jeans, shorts, or t-shirts will be allowed at the banquet or dance for prom.** Black dress jeans will be acceptable.
4. **Students who are ineligible will not be allowed to attend prom.**

### **Homecoming**

The selection of Homecoming Queen and Homecoming King candidates shall be made by the entire student body. The male and female students with the highest scores among the candidates will be the Homecoming Royalty Court. The male and female with the highest scores from this vote will be the Homecoming King and Queen.

On the ballot, students will vote on (1) male and (1) female from the senior class that have met the requirements to be on the ballot. The ballots will be based on the following standards:

Number of Students in Senior Class	Number of Candidates
45 or more	12 candidates
35-44	10 candidates
25-34	8 candidates
24 or less	6 candidates

Candidates must be a member of the current senior class and must have a minimum of an 80% grade point average upon completion of his/her junior year. Homecoming activities will be coordinated by the Student Council.

### **Dating Violence**

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

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

### **Discrimination and Harassment**

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: Bob Cook at 402-879-3257 ext. 116, bcook@superiorwildcats.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 ext. 127, mkobza@superiorwildcats.org, PO Box 288, Superior, NE 68978 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bob Cook at 402-879-3257 ext.116, bcook@superiorwildcats.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 and Appearance**

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Tank tops or tops that do not have straps that are at least two (2) inches in width.
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas in school buildings during the school day.
7. Attire, including tattoos, that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. Bare feet (some type of footwear must be worn)

**The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something**

**different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.**

**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 assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.**

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

### **Eye Exams**

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

### **Fighting**

The district has a zero tolerance policy in regards to fighting. Fighting will not be tolerated at school or school activities. Students should do everything they can to avoid physical confrontations at school. Fights at school disrupt the learning environment and cause problems for students, teachers, and the school as a whole.

Everyone involved in a fight at school, on school grounds, or at any extracurricular activity (home or away) will be considered "guilty" of the zero tolerance fighting policy. The following guidelines will be used at Superior Jr./Sr. High School for those students involved in fights:

**First offense:** Automatic two (2) day out-of-school suspension for all students involved.

**Second offense:** Automatic four (4) day out-of-school suspension for all students involved. Parents and students will be required to meet with the administration before the student is allowed back into classes.

### **Fire Drills and Emergency Exits**

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

### **Food and Drink Regulations**

The classroom is meant to be an academic environment. Food, candy, and drink items, other than water, should be used on a limited basis in classrooms under the supervision of the classroom teacher. Food and drink containers cannot be taken to the lockers, unless it is the student's sack lunch brought from home. The juice, water and milk machines will remain on the entire school day.

Gum chewing is allowed during the school day. **Students should dispose of their gum by wrapping it in a tissue and placing it in a trash can. Students should not stick gum under or onto furniture including desks and tables.**

### **Food Service Program**

The Superior Public Schools participate in USDA's National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education.

### **Breakfast**

The school will serve breakfast daily from 7:40 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 \$1.35 and adults \$2.10 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$2.50. Lunch for 6-12 lunch is \$2.75 for students and \$3.50 for adults.

### **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 family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if a family account has no funds available to pay for a meal, no food will be provided.

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

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

### **Collection of Delinquent Meal Charge Debt**

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

### **Notice of Non-discrimination**

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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual 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](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

(1) correo: 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; o

(3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

**Field Trips**

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

### **First-Aid**

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

### **Head Lice**

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

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

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

### **Health Problems**

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

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

### **Homebound Instruction**

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

### **Homeless Children and Youth**

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

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

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

ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, who may be contacted at 402-879-3257 ext. 127.

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

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertusis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are included in this handbook.

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

Students who are 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.

### **Library**

The library is open from 8:05 A.M. until 3:38 P.M. Monday thru Thursday and from 8:05 A.M. until 2:38 P.M. on Friday. Students should become acquainted with the library. The librarian and assistants are prepared to help students utilize the library. Students are expected to keep the library as clean and orderly as possible. Students with overdue, damaged, or lost books will be charged appropriately for each situation.

### **Lockers and Other School Property**

Each student is assigned a locker. These lockers are to be used for storing items such as books and supplies. Inappropriate posters and pictures are not to be displayed in or on the lockers.

It is the student’s responsibility to see that their locker is locked and in order at all times. This helps to avoid loss and damage. Students will be fined for damage to 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. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to the office of the principal. 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, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

**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

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

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.

### **Meetings of Clubs/Societies/Organizations**

Meetings will be scheduled during PAWS time whenever possible. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

### **Memorials**

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

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

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

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

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 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 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 in 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 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 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.

- 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.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities.

**Students should not bring items such as electronic devices or other similar personal items to school unless they have the prior permission of their teacher or a school administrator. The school is not responsible for damage, loss or theft of personal items or equipment.**

### **Physical Education**

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

### **Physical Exam**

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

### **Pictures**

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

### **Police Questioning and Apprehension**

Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Nebraska Department of Health and Human Services and/or law enforcement officers without prior knowledge of the parent or guardians.

### **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 month of August of the current school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit 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.

### **Regulations Governing Classes and Organizations**

1. A student whose conduct was not satisfactory as determined by the administration or board, or who had a failing grade in any subject in the previous semester, shall not be elected to any office in any class or organization.
2. Any student elected to any office in any class or organization must maintain satisfactory conduct and passing grades. Any student whose conduct becomes unsatisfactory as determined by the administration or board, or who fails a subject, shall be removed from office. An election shall be called to fill the resulting vacancy.
2. No student shall be allowed to hold the same office for more than one year. The election of officers shall take place on a day determined by the principal of the high school and announced at least one day prior to the election. Eligibility lists will be posted at the time of calling the election.
3. Meetings of any class organization may be held with the consent of the sponsor who shall consult the principal before calling such meeting.

All class organization meetings will be governed by the rules of parliamentary procedure. If class organizations foster antagonism or individual members of class organizations fail to render assistance in prohibiting inter-class controversies, all class organizations may be abolished.

### **Rights of Custodial and Non-Custodial Parents**

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that

limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

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

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

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

### **Secret Organizations**

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

### **Searches of Student Lockers and Property**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of, or items placed, in or on school property, including student vehicles parked on school property. 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.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules or state or federal law.

The following rules shall apply to searches of students, searches of a student's personal property, and the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been, or are reasonably expected to be, used to disrupt or interfere with the educational process may be removed from student possession.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Megan McMeen at 402-879-3257 ext. 201 or Bob Cook at 402-879-3257 ext. 116.

### **Senior Class Activities**

1. **Announcements and Cards** - Seniors may purchase class graduation announcements and name cards. Class colors will be selected from the color options presented by the announcement company. From a variety of announcements, all seniors select the one type they would like to have.
2. **Baccalaureate and Commencement** - The final step for seniors is Commencement. Seniors, in their caps and gowns, receive their diplomas at this ceremony. Cap and gown colors will be representative of the school colors red and white. Black or silver may be substituted for white since those colors are present in uniforms used by the school. Seniors will secure a graduation speaker by the end of February or may choose to have a Senior video. The Senior video will be 15 - 20 minutes in length. The administration will approve the speaker or video, and will have the final approval. The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: 93-94% Cum Laude, 95-97% Magna Cum Laude, and 98-100% Summa Cum Laude. The percentages will be based on the students' cumulative grade point average. Any graduating senior with an ACT score of 30 or higher will have their name placed on a plaque. Students caught smoking/drinking/under the influence of drugs or with tobacco/alcohol/drugs in their possession during graduation practice or at the actual ceremony will not be allowed to participate in the formal ceremony, and will receive their diploma before the formal ceremony has taken place.

**Awards Day** - This event occurs during the final week of school. At this program students receive recognition through the presentation of various honors and awards.

### **Smoking and Tobacco**

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

If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Standardized Testing**

The Northwest Evaluation Association's Measures of Academic Progress (MAPS) is administered annually in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered in fall and spring, and the results are sent home with the student's report card each semester.

### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child'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 your child.

### **Student Fee Policy**

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and 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.

There will be a \$30 service charge on all returned checks.

### **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. **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



the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.

**6. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. 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 Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
- Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.
- FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
- Art Club: Annual membership fee of \$10.
- Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
- Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
- Football: Students must provide their own football shoes, undergarments, and mouth guards.
- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Physical Education: Students are responsible for the cost of off campus activities if not graded.
- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.

- Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Family, Career, and Community Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Foreign Language Club: Annual membership fee of \$10.

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in the district's high school. As a general rule, the district will pay all tuition costs for post-secondary courses and cost for achieving industry-based certifications. Students will be responsible for books and other such fees associated with the course. Students who do not successfully meet the requirements to receive credit or certification must reimburse the district for all costs associated with the course or certification.
8. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.
9. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
10. **Participation in Before-and-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. The maximum dollar amount charged by the district for these services shall be \$100 per month.
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 for summer and night school shall be \$300.
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-12
  - Adults \$2.10
  - Regular Price \$1.35
  - Reduced Price \$0.30
- Lunch Program – Grades K-5
  - Adults \$3.50
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50
- Lunch Program – Grades 6-12
  - Adults \$3.50
  - Regular Price \$2.75
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50

**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, plus a suggested \$10 uniform cleaning fee.
- Swing Choir Students must purchase outfits and shoes selected by the and/or student group.

**14. Contributions for 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 extracurricular activities. The suggested donation to the class fund will be \$5 to \$100.

#### **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.

### **Distribution of Policy.**

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

### **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.

### **Fund-Raising Activities.**

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

### **Student Fee Fund**

The school board established a Student Fee Fund. The Student Fee Fund is 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 courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent

home, and the district may require a physician's statement before allowing such students to return to school.

### **Student Records**

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

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

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

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

Directory information about students may 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 in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

### **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.

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

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

### **Transfer of Records Upon Student Enrollment**

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

### **Maintenance and Destruction**

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

## **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 Transfer or Withdrawal**

Students withdrawing or transferring to another school must inform the building principal or **guidance counselor**. Grade reports may be withheld pending payment of all school debts and obligations.

## **Student Vehicle Use**

Use of the school parking lot is a privilege extended to students. Under Nebraska law, this privilege may be made subject to reasonable restrictions to prevent inconvenience to other users and to prevent the danger of injury to persons or property. The school may revoke the parking privilege of any individual at any time for violations of rules governing use of the parking lot. Students who drive cars to school are required to observe the following regulations:

1. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
2. Cars are to be properly parked in designated areas. Student vehicles should be parked in the north parking lot in the areas marked for parking.
3. Students are not to go to the parking area or vehicles during the school day, including over the lunch period unless given permission by the principal.
4. Students driving on permits are reminded that such a permit entitles the student to go directly to and from school by the shortest route.
5. Students participating in activities after school are not to move cars until the activity is completed.
6. Students are not to use cars for errands during school time unless given permission by the principal.
7. Student vehicles parked on school property maybe subject to search when there is reasonable suspicion by school officials that the search will reveal contraband or violations of school rules.

Regulations governing student driving and parking will be in effect during normal school hours and at all school sanctioned or sponsored events outside the normal school day. Vehicles that are improperly parked may be towed away at the direction of the administration, at the expense of the owner or driver.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

## Telephone Calls

The school's telephone may be used only with permission of staff. Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

## Threat Assessment and Response

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

### 1. Definitions

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

### 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who

are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

### **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor the 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 superintendent may, but is not required to, review the following types of information:

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

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 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**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. 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.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### **Bus Regulations**

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

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

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.

- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras are placed on buses 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.

d) **Procedures Concerning Regular Bus Routes**

- 1) 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.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver ahead of time by the parent of

the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.

Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).

### **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 unless other arrangements are granted by the building principal. 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.

### **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.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 65-0011 property. 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 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.**

### **Visitors**

All visitors must report to the office. Students wishing to bring a visitor must have approval from the principal at least two (2) days prior to the visit. The following stipulations shall also apply to visitors other than parents/guardians:

1. Visiting students must be enrolled in another school district.
2. Any problems caused by visiting students will result in the hosting Superior High School student not being allowed to have any future guests visit the school.
3. Visitors are not allowed during the last two days of the first and second semester.
4. Visitors are limited to one day, or a portion thereof, of visitation per school year.
5. Each visitor will be given a visitor's pass that must be worn at all times.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 10/11, and NTV channel 13. Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up for the text messaging and/or email program. An automated calling service will also be utilized for notifications.**

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.

### **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.

### **Withdrawal From School**

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

### **Yearbook Photographs**

Pictures used in the Yearbook are done by a professional photographer and cost the journalism department. Pictures in which students are making inappropriate gestures, wearing clothing which does not comply with the school's dress code, or which display any prop will not be published in the yearbook. If a photo has to be retaken because of a student or students actions, those involved will pay for the cost of the retake.

## **SECTION THREE STUDENT DISCIPLINE**

### **General Discipline Philosophy**

**The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school.** The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

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

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

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior 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. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

### **After School Sessions and Detentions**

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

Students who may have to stay after school 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. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

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

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes.

**Students who receive multiple detentions in one semester will face escalating consequences up to and including possible suspension or expulsion.**

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom or the MS/HS library and is 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 and will face further disciplinary action.

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

1. 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 the conditions outlined by the principal at the time of the suspension.

### **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 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**

**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.

**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.

**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.

**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.

### **Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm**

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

### **Automatic Review of Expulsions Which Continue During the First Semester of the Following Year**

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

### **Use of Force**

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

### **Firearms**

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

The following conduct constitutes grounds for short-term suspension, 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, 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and

- posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - m. Using any object to simulate possession of a weapon; and
  - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
  - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

#### **Reporting Requirement to Law Enforcement**

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; 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.

## **Section Four** **Title IX Policy**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this

paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of

his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by

a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure.

#### 4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## 5. **Grievance Process for Formal Complaints of Sexual Harassment.**

### 5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

**5.1.4.2.1.** The definition of sexual harassment in subsection 2.6;

**5.1.4.2.2.** The scope of the district's education program or activity;

**5.1.4.2.3.** How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

**5.1.4.2.4.** How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**5.1.4.3. Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

**5.1.4.4. Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

**5.1.5. Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**5.1.6. Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a

witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

**5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

**5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## **5.2. Notice of Allegations.**

**5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

**5.2.1.1.** A copy of this policy.

**5.2.1.2.** Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

**5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

## **5.3. Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to

each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

### **5.7. Determination Regarding Responsibility**

**5.7.1. Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

**5.7.2. Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination

regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### **5.10. Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

## **7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation,

hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### **10.1. Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## **Section Five Forms and Signature Pages**

The section contains forms for student and parents to utilize during the school year. The colored pages are forms that must be completed and returned to the school by: **August 19, 2021.**

## Summary of the School Immunization Rules and Regulations

2021-2022

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine,</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.</p>
<p>Students entering school (Kindergarten or 1<sup>st</sup> Grade depending on the school district's entering grade)</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV if given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Students entering 7<sup>th</sup> Grade</p>	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (must contain Pertussis booster)</p>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered</p>

## MEMBERS OF BOARD OF EDUCATION

Matt Sullivan, Pres	Superior	402-879-1891	Jason Jensen	Superior	402-879-5760
Peggy Meyer, V.P.	Superior	402-879-4047	Luke Meyers	Superior	402-879-5852
Brad Biltoft, Sec.	Superior	402-879-5841	Matt Bargaen	Superior	402-879-5886

## SCHOOL ADMINISTRATION

Superintendent of Schools	Marty Kobza	601 West 8 <sup>th</sup>	402-879-3257 Ext. 127
Jr/Sr High Principal	Robert Cook	601 West 8 <sup>th</sup>	402-879-3257 Ext. 116
<b>Elementary Principal</b>	<b>Jodi Fierstein</b>	601 West 8 <sup>th</sup>	402-879-3257 Ext. 225
School Maintenance	Kent Kottmeyer	601 West 8 <sup>th</sup>	402-879-3257 Ext. 166
Bus Supervisor	Kevin Knoell	601 West 8 <sup>th</sup>	402-879-3257 Ext. 204
<b>Food Service Supervisor</b>	<b>Jill Heusinkvelt</b>	601 West 8 <sup>th</sup>	402-879-3257 Ext. 191

## MIDDLE SCHOOL /SECONDARY FACULTY

Corissa Arickx	Soc. Sci.	Lisa Jameson	Science
<b>Audrey Arsenian</b>	<b>Guidance</b>	<b>Randall Loch</b>	<b>PE/Health/Weights</b>
Kelsea Blevins	Spanish	Cindy Mellott	Resource
Kristene Boyles	Resource	Kelly Mumm	English
Alison Brittenham	English	<b>Nelson Petersen</b>	<b>Soc. Sci.</b>
Christina Ehlers	Math	Melody Rempe	Art
Sara Fuller	Business Education	Ryan Renz	Math
Seth Going	Ag. Education	Melissa Schuster	Eng./S.S./Journal.
Katrina Hansen	Science 6-8	Brent Thomas	Ind. Arts/Ag. Ed.
<b>Mason Heath</b>	<b>Math</b>	Allison White	Instru./Vocal Music
Ron Hershberger	Chemistry/Physics	<b>Ashley Wulf</b>	<b>Resource</b>
Paul Heusinkvelt	A.D./Health/Weights	<b>Bailey Zimmerer</b>	<b>Family Consumer Sci.</b>

## MIDDLE/SECONDARY SUPPORT STAFF

Superintendent's Secretary	Kim Williams
Principal's Secretary	Stacey Shroyer
AD Office Aide/Library Aide	<b>Jacki Kleinschmidt</b>
Administrative Assistant	Sharon Biltoft
Resource Aide	TBD
Resource Aide	<b>Nikki Felmlee</b>
Resource Aide	Bev Czirr
Resource Aide	Angelica Hermosillo
Speech\Language	TBD
School Nurse	Megan McMeen

## **SENIOR CLASS**

Pres..... Sherice Frasier  
V. Pres ..... Cailyn Barry  
Secretary ..... Mikynzie Hansen  
Treasurer..... Emma Henderson  
Stuco Rep..... Kya Hodges, Dane Miller,  
..... Shayla Meyer, Seth Schnakenberg

Sponsors ..... Melissa Schuster  
..... Sara Fuller

## **JUNIOR CLASS**

Pres..... Aaron Allgood  
V. Pres ..... Atlee Kobza  
Secretary ..... Haley Blackstone  
Treasurer..... Tanner Theis  
Stuco Reps..... James Love, Jacob Meyer

Sponsors ..... Kelsea Blevins  
..... Shellie Mueller

## **SOPHOMORE CLASS**

Pres..... Teegan Duncan  
V. Pres ..... Nadia McMeen  
Secretary ..... Lilly Edwards  
Treasurer..... Lauren Tietjen  
Stuco Rep..... Cayce Barry, Sophia Fullerton

Sponsors ..... Cindy Mellott  
..... Lisa Jameson

## **FRESHMAN CLASS**

Pres..... Halle Bargaen  
V. Pres ..... Faith Butler  
Secretary ..... Rayne Biltott  
Treasurer..... Lenden Worm  
Stuco Reps..... Carsyn Frasier, Mia Gardner,  
..... Parker Littrell

Sponsors ..... Chrissy Ehlers  
..... Corissa Arickx

## **ART CLUB**

Co-Pres.....Sadie Rempel, Noah Butler,  
..... Nevaeh Wilhelms

Sponsor.....Melody Rempe

## **FFA**

Pres ..... Emma Henderson  
V. Pres ..... Laci Kirchhoff  
Secretary.....Ella Gardner  
Treasurer ..... Seth Schnakenberg  
Reporter ..... Brooklyn Grabast  
Sentinel ..... Sherice Frasier  
Parliamentarian..... Cailyn Barry  
Stuco Rep ..... Cayce Barry

Sponsor.....Seth Going/Brent Thomas

## **FBLA**

Pres ..... Laci Kirchhoff  
V. Pres ..... Neah McMeen  
Secretary..... Sherice Frasier  
Treasurer ..... Haley Blackstone  
Reporter ..... Hailey Blecha  
Historian..... Sherice Frasier  
Social Media ..... Raven Page

Sponsor..... Sara Fuller

## **STUDENT COUNCIL**

Pres. .... Seth Schnakenberg  
V. Presidents..... Emma Henderson,  
..... Neah McMeen, Haley Blackstone

Sponsors.....Melissa Schuster  
..... Melody Rempe

## **DRILL TEAM/YELL SQUAD**

Cailey Hanson, Brianna Strickland,  
Haley Blackstone, Brooklynn Grabast,  
Neah McMeen, Laci Kirchhoff, Lilly Edwards,  
Nadia McMeen, Nevaeh Wilhelms, Halle Bargaen,  
Faith Butler, Parker Littrell

Sponsor.....Steph Corman

**SUPERIOR PUBLIC SCHOOLS  
2021 - 22 SCHOOL CALENDAR**

**August 2021**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**December 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August**

- 2-11 New Student Registration
- 9 Fall Sports Practice Begins for FB, VB and CC
- 9 Staff In-service
- 10 Staff In-service
- 11 Staff In-service
- 12 First Day of School

**September**

- 6 Labor Day – No School
- 15 Early Out In-service
- 30 P-T Conferences 1:30-4:30/5-8 PM

**October**

- 1 No School
- 15 End of 1<sup>st</sup> quarter (45 days)
- 20 Early Out In-service

**November**

- 15 Winter Sports Practice Begins
- 17 Early Out In-service
- 24-26 Thanksgiving Vacation – No School

**December**

- 15 Early Out In-service
- 20 & 21 Semester Exams
- 21 Dismissal @ 1:15
- End of 2<sup>nd</sup> quarter (44 days)
- End of 1<sup>st</sup> Semester (89 days)
- 22-26 NSAA 5 Day No Activities
- 22-31 Christmas Vacation – No School

**January**

- 3 Staff In-service – Work Day
- 4 School Resumes
- 19 Staff In-service

**February**

- 10 P-T Conferences 1:30-4:30/5-8 PM
- 11 No School
- 28 Start of Spring Practice

**March**

- 9 End of 3<sup>rd</sup> quarter (46 days)
- 9 Early Out In-service
- 14-18 Spring Break – No School

**April**

- 15 No School – Easter Break

**May**

- 7 Commencement @ 2:00 P.M.
- 17 & 18 Semester Exams
- 18 Last Day of School
- End of 4<sup>th</sup> quarter (44 days)
- End of 2<sup>nd</sup> Semester (90 days)
- Early Dismissal @ 1:15
- 19 Staff In-service – Workday
- 20 Staff In-service – Workday

**January 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**March 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**April 2022**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May 2022**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Per. 1	8:05 – 8:52	<b>Monday – Thursday Schedule</b>	<b>Monday – Thursday Lunch</b>	
Per. 2	8:55 – 9:42		<b>1<sup>st</sup> Lunch</b> Elem. K-4	11:00 – 11:30
Per. 3	9:45 – 10:32		<b>2<sup>nd</sup> Lunch</b> Class Time	12:21-1:08
Per. 4	10:35 – 11:22		<b>2<sup>nd</sup> Lunch</b> Grades 5-8	11:48-12:18
P.A.W.S.	11:25 – 11:45		<b>3<sup>rd</sup> Lunch</b> Class Time	11:48-12:35
Per. 5	11:48 – 1:08		<b>3<sup>rd</sup> Lunch</b> Grades 9-12	12:38-1:08
Per. 6	1:11 – 1:58			
Per. 7	2:01 – 2:48			
Per. 8	2:51 – 3:38			

<b>Friday Schedule</b>		<b>Friday Lunch</b>		<b>Late Start Schedule</b>	
Per. 1	8:05 – 8:48	<b>1<sup>st</sup> Lunch</b> Elem. K-4	11:00 – 11:30	Per. 1	10:00 – 10:36
Per. 2	8:48 – 9:31	<b>2<sup>nd</sup> Lunch</b> Class Time	12:10-12:53	Per. 2	10:36 – 11:12
Per. 3	9:31 – 10:14	<b>2<sup>nd</sup> Lunch</b> Grades 5-8	11:40-12:10	Per. 3	11:12 – 11:48
Per. 4	10:14 – 10:57	<b>3<sup>rd</sup> Lunch</b> Class Time	11:40-12:23	Per. 5	11:48 – 12:58
Per. 6	10:57 – 11:40	<b>3<sup>rd</sup> Lunch</b> Grades 9-12	12:23-12:53	Per. 4	12:58 – 1:38
Per. 5	11:40 – 12:53	Please note that periods 5 and 6 are flipped on the Friday schedule.		Per. 6	1:38 – 2:18
Per. 7	12:53 – 1:36			Per. 7	2:18 – 2:58
Per. 8	1:36 – 2:19	Please note that periods 5 and 4 are flipped on the late start schedule.		Per. 8	2:58 – 3:38
P.A.W.S.	2:19 – 2:38				

Per. 1	8:05 – 8:41	<b>Early Out Schedule</b>	<b>Early Out Lunch</b>		<b>Late Start Lunch</b>	
Per. 2	8:41 – 9:17		<b>1<sup>st</sup> Lunch</b> Elem. K-4	11:00 – 11:30	<b>1<sup>st</sup> Lunch</b> Elem. K-4	11:00 – 11:30
Per. 3	9:17 – 9:53		<b>2<sup>nd</sup> Lunch</b> Class Time	12:10 – 12:45	<b>2<sup>nd</sup> Lunch</b> Class Time	12:18 – 12:58
Per. 4	9:53 – 10:29	Please note that periods 6 and 7 will be before period 5. Class periods 1, 2, 3, 4, and 6 will be 36 minutes long while class periods 7 and 5 will be 35 minutes long. Period 8 will be 30 minutes long.	<b>2<sup>nd</sup> Lunch</b> Grades 5-8	11:40 – 12:10	<b>2<sup>nd</sup> Lunch</b> Grades 5-8	11:48 – 12:18
Per. 6	10:29 – 11:05		<b>3<sup>rd</sup> Lunch</b> Class Time	11:40 – 12:15	<b>3<sup>rd</sup> Lunch</b> Class Time	11:48 – 12:28
Per. 7	11:05 – 11:40		<b>3<sup>rd</sup> Lunch</b> Grades 9-12	12:15 – 12:45	<b>3<sup>rd</sup> Lunch</b> Grades 9-12	12:28 – 12:58
Per. 5	11:40 – 12:45					
Per. 8	12:45 – 1:15					

## STUDENT GUIDELINES HANDBOOK

The Superior Middle/High School Student Guidelines Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are requested to sign  
& return the receipt form below before August 19, 2021.**

### PARENT/STUDENT AGREEMENT

I have received and read the Student Guidelines Handbook that describes the Superior Middle/High Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools. My child and I have discussed and understand the content of these policies.

### RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Student Cell Phone Number

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Password for Online Access

\_\_\_\_\_  
Parent's Cell Phone Number

**Please check this box if you wish to be notified via text/email/phone by Superior Public Schools automated phone system about school closures, delays or other pertinent school information. Please make sure you have provided your email address, cell phone number and/or your home phone number for notification.**

### EMERGENCY INFORMATION:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mother's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Other Person Who May Be Contacted in Case of Emergency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Choice of Doctor

\_\_\_\_\_  
Phone

## **Superior Public Schools District and Personal Technology Usage Agreement**

**Privileges** – The use of the Superior Public Schools computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of computer privileges, detention, in school and/or out of school suspension.

**Account Information** – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

### **Personal Electronic Device Policy**

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices and procedures to address student misuse of electronic devices.

### **Definitions**

1. “Electronic communication devices” (ECDs) include, but are not limited to, cell phones, iPads, iPods, tablets, compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
2. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that contains sexual information.
3. “Cyber bullying” means bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

### **Possession and Use of Electronic Devices**

1. Students in grades 9-12 are allowed to use their electronic communication device until the 8:05 A.M. bell rings. Then, they should turn off the device and place it in the area assigned by the classroom teacher. Students in grades 6-8 are not allowed to use their electronic communication device during school. Their electronic communication device should be left at home or turned off and left in their locker. Electronic communication devices are not allowed in the restrooms or locker rooms. Teachers may, at their discretion, utilize electronic communication devices in the classroom for educational purposes.
2. All students who are ineligible or who have not attended detentions or after school sessions with teachers should turn their electronic communication device into the office before 8:05 A.M. The electronic communication device should be turned off and placed in the area assigned by office personnel. Students who are tardy should turn the device into the office upon arrival.
3. Students in grades 9-12 are allowed to use their electronic communication devices at lunch or during passing time, unless they are ineligible according to the Down List. Students in grades 6-8 are not allowed to use their electronic communication device at lunch at any time. If a student would like to make a phone call during lunch, he/she must do so in the office.

### **Responsibility for Electronic Devices**

The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

**Superior Public Schools  
District and Personal Technology Usage Agreement**

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as my be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian, I understand I am responsible for the actions of my child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

# SUPERIOR MIDDLE/HIGH SCHOOL



## PARENT – STUDENT HANDBOOK

2021-22

**Marty Kobza**  
**Superintendent**  
**402-879-3257 EXT. 127**

**Robert Cook**  
**6-12 Principal**  
**402-879-3257 EXT. 116**



**601 W. 8<sup>th</sup> Street**  
**P.O. Box 288**  
**Superior, NE 68978**



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## **MISSION STATEMENT**

The mission of the Superior Public Schools is to provide a student centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

## **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 Superior High School. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Notice of Nondiscrimination**

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

Name: Marty Kobza  
Title: Superintendent  
Address: Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
Telephone: (402) 879-3257 ext. 127  
E-mail: mkobza@superiorwildcats.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 4001 – Nondiscrimination.

The Superior Public Schools District 65-0011 offers the following career and technical education programs for all students regardless of race, color, national origin, including those

with limited English proficiency, sex or disability in grades 9-12: *Business Education, Agricultural Education and Industrial Arts*. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact.

Marty Kobza, Superintendent  
Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

### **Aviso de no discriminación**

El distrito escolar no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y brinda acceso equitativo a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Nombre: Marty Kobza  
Título: Superintendente  
Dirección: Escuelas Públicas Superiores Distrito 65-0011  
601 West 8th Street  
Superior, NE 68978  
Teléfono: (402) 879-3257 ext. 127  
Correo electrónico: mkobza@superiorwildcats.org

Para obtener más información sobre la notificación de no discriminación, visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> para obtener la dirección y el número de teléfono de la oficina que atiende en su área o llame al 1-800-421-3481.

Para más discriminación prohibida e información relacionada, revise la Política del distrito escolar 4001 - No discriminación.

El Distrito 65-0011 de las Escuelas Públicas Superiores ofrece los siguientes programas de educación técnica y profesional para todos los estudiantes, independientemente de su raza, color, origen nacional, incluidos aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: Educación Empresarial, Educación Agrícola y Artes Industriales. Las personas que deseen obtener más información sobre las ofertas de educación profesional y técnica y los criterios específicos de requisitos previos deben ponerse en contacto.

Marty Kobza, Superintendente  
Distrito de Escuelas Públicas Superiores 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

## **CHILD FIND**

Superior Public School has the responsibility to identify, locate and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education related services. If you have questions or concerns about a child, please contact the Superintendent of Schools or High School Principal (879-3257) concerning the district's special education referral process.

## **SECTION ONE ACADEMIC INFORMATION**

### **Academics and Credit Requirements**

#### **Credit Requirements**

The definition of a credit shall be as follows:

Credit - a classroom subject which meets each day for a full period for the semester shall be one (1) credit. One (1) credit is equal to five (5) hours of instruction each week.

#### **Requirements for High School Graduation**

Forty-eight (48) credits are required to graduate. Thirty-four (34) credits will be from within the core curriculum which is listed below in the "Core Curriculum" subsection.

Parents shall be notified when a student is ineligible to receive a diploma after seven (7) semesters of attendance. A student ineligible to receive a diploma after completion of seven (7) semesters of attendance will be allowed to participate in the commencement exercises but will be awarded a Certificate of Attendance. If the student completes eight (8) semesters of attendance and is still ineligible to receive a diploma, that student shall be awarded a Certificate of Attendance. There shall be no distinction made between students receiving Certificates of Attendance at the spring commencement exercises. A student receiving a Certificate of Attendance shall have the option of returning to school and completing the requirements for a diploma.

#### **Early Graduation**

In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements listed below.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

## **Promotion and Retention of Students**

Upon satisfactory completion of the requirements of the grade level, students attending the sixth thru eighth grades of the Superior High School shall advance to the next grade.

Students may be required to repeat the same grade provided that the student's building principal believes that the student will benefit from repeating the grade. If retention of a student is considered, a careful study of the needs of the student shall precede any decision relative to the retention. The building principal in basing his/her decision to retain the student may include, but is not limited to a conference with the student, the student's parents or guardian, the student's teacher(s) and the guidance counselor. Adequate testing of the student shall be performed to determine if the leading difficulty of the student could best be served in a special education program. The final decision for the retention of a student shall be made by the administration.

## **CORE CURRICULUM:**

The following subject areas are required or recommended as part of the core curriculum:

### **English/Language Arts: Eight (8) credits required: (4 years)**

- English I (or \*Practical English)
- English II (or \*Applied English)
- English III (or \*Creative Writing/Reading)
- English IV (or \*Career English) (or A.P. English)

\*Classes are for students who have failed classes in the regular English curriculum and for those students recommended by the English department.

### **Mathematics: Six (6) credits required: (3 years)**

### **Science: Six (6) credits required: (3 years)**

\*Biology shall be required for two of these credits.

### **Social Science: Six (6) credits. (3 years)**

\*American History and American Government shall be required for four of these credits.

### **Personal Health and Physical Fitness: Two (2) credits. (1 year)**

### **Visual and Performing Arts: Two (2) credits. (1 year)**

### **Vocational Education: Four (4) credits required. (2 years)**

**Foreign Language:** Four (4) credits are recommended if a student plans on attending a four-year college. Students should check potential college choices for entrance requirements.

**Distance Learning or On-Line Classes:** Not required, but is recommended to all students.

## **Electives**

The remaining ten or fourteen (10 or 14) credits needed to complete graduation requirements shall be selected from subjects offered within the high school curriculum. This will depend on whether the student takes Foreign Language.

### Other

Credits or semester hours earned through Armed Forces programs and/or correspondence courses must be approved by the principal prior to acceptance as credit toward completion of a student's graduation requirements.

### Dropping or Adding Subjects

Students may not drop, discontinue, or add subjects without permission of the counselor.

Students wishing to drop, discontinue, or add a subject must complete the following steps within the first three (3) days of the semester:

1. Receive approval from their parents.
2. Consult with the instructor of the subject to be dropped or added.
3. Secure the proper paperwork from the counselor and receive permission from the counselor.

A student who enrolls in a two-semester subject will be expected to complete both semesters. However, if a student is removed from a class after the first week of the semester he/she will fail the semester, receive a "0" and be reassigned for the remainder of the semester.

### Reports to Parents

Parents/guardians of students should monitor their students' grades via the Superior High School online website or by calling the school periodically. Parents/guardians wanting to view their students' grades via the website should contact Superior High School to receive more information.

### Report cards

Following the end of each nine weeks grading period report cards will be made available online. **Students must have all fines and bills paid before having their online account reactivated.** Students who are unable to view their report cards online and have all fines and bills paid will have their report cards printed for them by request.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

### Class Rank

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a

student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

### **Grading Scale**

A+	98-100%	C	77-81%
A	93-97%	D+	74-76%
B+	90-92%	D	70-73%
B	85-89%	F	0-69%
C+	82-84%	I	Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

### **Semester Test Policy**

All students in grades 9-12 will be required to take a semester test in each class. **Semester test are 15% of a student's final semester grade.**

### **Honor Roll**

The Honor Roll, which is designed to recognize student achievement, is divided into two categories:

**High Honor Roll:** An accumulative average in percentage graded courses of 93% or above, with no grade lower than 86%, no letter grade lower than a B and no incompletes for the quarter or semester.

**Honor Roll:** An accumulative average in percentage graded courses of 88%-92%, with no grade lower than 82%, no letter grade lower than a C and no incompletes for the quarter or semester.

### **Teacher-Aide Periods**

Sophomores, Juniors, and Seniors may serve as a teacher-aide for one (1) period per day if they have a 85% or above cumulative GPA.

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

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

### **Accidents**

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicle accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

### **Announcements and Bulletins**

Announcements are distributed and read during the beginning of third period in the morning if possible or at another time deemed appropriate by the principal. Announcements may also be sent via email to students when possible. Announcements are also posted on the school website and may also be accessed via Superior Public Schools automated phone system by dialing ext. 187.

### **Annual Health Screening Information**

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-5, 6, 8, 10 and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

**Health screenings according to the DHHS Rules and Regulations will be followed. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However parents are advised that they may be required to provide a medical exam report in place of allowing Health screening.**

### **Attendance Policy**

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student's educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

### **Exceptions**

This policy does not apply when 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.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and submit it to the superintendent using the form which is available from the building principal. 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 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 available from the building principal. The district will follow the procedures outlined on the 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 and Make-Up Privileges**

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness.)
2. Death or serious illness of the student's family member.
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student or for a child whom the student is parenting.
7. Participating in an event as a member of a team or group representing Superior Middle/High School in an approved activity.
8. Severe Weather.
9. Appearance at court or for other legal matters.
10. College planning visits. (Limit of 3)
11. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have parent/legal guardian call the office requesting excused absence prior to the day of the absence. (Written requests in advance will be accepted only if parent/guardian has no telephone).
2. In case of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Students participating as members of a team or group representing Superior Middle/High School in an approved activity will automatically receive an excused absence. **Students**

should contact their teachers for make-up work prior to leaving for the activity. All of the student's teachers will need to sign the student's sign out sheet, signifying that the student has completed the necessary homework. Homework that is due for the day of the absence will need to be completed before the student leaves for the activity. If the student is not signed out by the teacher, the student will not be allowed to attend the activity.

Students who, after being in attendance at school, find he/she must leave school must obtain permission from the principal in order to earn an excused absence and make-up privileges. If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school 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 who have missing work will be expected to complete the work by the end of the day it was due or will be required to stay after school the following day. Students who do not show up for their after school work session, will receive a detention to be served with the teacher who is owed the missing work. If a student doesn't show up for the detention, they will receive an in school detention each day until the missing assignment is completed.

### **Make-Up Work**

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

### **Unexcused Absences**

All other absences are unexcused unless the student was given prior approval by the principal. Students will not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student will receive a grade of zero (0) which will be averaged with the other grades for that grading period.

### **Excessive Absenteeism**

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.**

### **Make-Up Time**

Each case of excessive absence will be judged, based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up time in the office. **This period of time will be 3:38 to 4:08 for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve the make-up time may result in an "in-school" suspension. All make up time must be completed outside of the regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

### **Start of School Day and Tardiness**

The school day starts at **8:05 A.M.** and ends at **3:38 P.M. Monday through Thursday and runs from 8:05 A.M. to 2:38 P.M. on Fridays.** Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.**

Students will be dismissed at the end of the last period of the school day unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity, upon dismissal students must leave the school grounds and proceed home or to a previously designated location unless participating in a school sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Students who are tardy either at the beginning of the school day, or to any class period during the day must report to the office for a tardy slip. The office will determine whether the tardy is excused or unexcused. Students who report to class later than fifteen (15) minutes after class has started will be counted **absent** for that class. Students reporting to class late will be given a pass that is clearly marked either tardy or absent. Special circumstances may arise where the principal will admit a student or group of students to class late with no tardy or absence assessed.

Being tardy is disruptive to the instructional process and students are expected to be on time for classes. Excessive tardiness may result in not being admitted to class and a zero (0) given for all assignments missed due to the absence. Students who accrue unexcused tardies after accumulating over twenty (20) absences may be reported to the county attorney of the county in which the student resides.

### **Consequences will be assessed for repeated or habitual tardiness.**

- Students will be required to make-up time accrued from unexcused tardies during the day immediately after school on the same day the unexcused tardies were accrued. Students riding the bus will be required to stay the following day to make up the necessary time

and should make arrangements to do so with their parent(s)/guardian(s). Students will also be required to turn their phones into the office for any unexcused tardies.

- After a student accrues three (3) tardies, he/she will be assessed fifteen (15) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues four (4) tardies, he/she will be assessed thirty (30) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues five (5) tardies, he/she will be assessed sixty (60) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues six (6) tardies, he/she will be assessed a one (1) day in-school suspension and be required to turn in their ECD for one (1) week.
- After a student accrues seven (7) tardies or more, a conference with the administrator, the student, and the student's parents will be scheduled. The students will also be required to turn their ECD into the office for one (1) month.

### **Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

### **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 Superior 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.

### **Book Bags**

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers and staff.

### **Books and Supplies**

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

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. If a family is unable to provide all of the listed supplies due to financial circumstances, please contact the building principal or office for assistance.

### **Breakfast and Lunch Periods – Closed Campus**

Students may not leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods. Middle School and High School students may be assigned seating areas by the lunch supervisors.

### **Breastfeeding and Lactation**

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

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

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

### **Bulletin Boards**

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

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 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.

Students are prohibited from engaging in any form of bullying. A student who engages in bullying 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. 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. 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.

### **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 (SafeSchools Alert Tip Reporting System provided by Alicap) 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.

### **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 circumstances will school district staff be deliberately indifferent to allegations of bullying.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed. Students are expected to either eat lunch at school or go to their own homes. Parents must provide a written authorization for their student to eat lunch at home to the student’s building principal.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

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

### **Regulations on Use**

1. Students in grades 9-12 are allowed to use their cell phones or other electronic communication device until the 8:05 A.M. bell rings. Then, they should turn off the device and place it in the area assigned by the classroom teacher. Students in grades 6-8 are not allowed to use their phones during school. Their cell phones should be left at home or turned off and left in their locker. Cell phones are not allowed in the restrooms or locker rooms. Teachers may, at their discretion, utilize cell phones in the classroom for educational purposes.
2. All students who are ineligible or who have not attended detentions or after school sessions with teachers should turn their cell phones into the office before 8:05 A.M. The phone should be turned off and placed in the area assigned by office personnel. Students who are tardy should turn the device into the office upon arrival.
3. Students in grades 9-12 are allowed to use their cell phones and other electronic communication devices at lunch or during passing time, unless they are ineligible according to the Down List. Students in grades 6-8 are not allowed to use their cell phones or other electronic communication device at lunch at any time. If a student would like to make a phone call during lunch, he/she must do so in the office.
4. If a student wishes to make a phone call during the school day, they should do so in the office or in the teacher's presence.
5. Students are prohibited from taking or sending inappropriate messages/texts. If a student is found to have taken or sent an inappropriate message/text with their phone or other device, the device will be confiscated and returned to the student's parent. The student will not be allowed to have their phone at school for a period of two (2) weeks following such a violation.
6. Students are permitted to possess and use phones and electronic devices before school hours and after school hours, provided that the student does not otherwise violate this policy. Administrators have the discretion to prohibit student possession or use of phones and electronic devices on school grounds during these times. In the event the administration determines such further restrictions are appropriate, an announcement will be given regarding the change in permitted use.
7. Phones and electronic devices may be used during class time by 9-12 grade students when specifically approved by the teacher or school administrator. Such use should be limited to that which is in conjunction with appropriate and authorized class or school activities or events (i.e., a student use of a camera during a photography class, student use of a laptop computer for a class presentation).

### **Violations**

1. Prohibited Use of Electronic Devices:

#### **Students shall not use electronic devices for:**

- a. activities which disrupt the educational environment;
- b. illegal activities;
- c. unethical activities, such as cheating on assignments or tests;
- d. immoral or pornographic activities;
- e. activities in violation of Board or school policies and procedures relating to student conduct and harassment;

- f. recording the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
- g. failing to promptly delete any recording or image in violation of this policy;
- h. “sexting”, or while on school grounds or at a school activity having any “sexting” message on their electronic devices regardless of when the message was received; or
- i. activities that invade the privacy of others.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return the 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.

Violations of federal or state laws and regulations including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

### **Cheating, Plagiarism, and Academic Dishonesty**

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

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

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

### **Child Abuse and Neglect**

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

state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Class Dismissal**

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

### **Classroom Behavior**

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

- arrive to class on time;
- remain in the classroom the first 30 minutes of each class period;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Bob Cook 402-879-3257 ext. 116.

### **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\Chromebook Network Use by Students**

Students are expected to use computers\Chromebooks and the Internet as an educational resource. The following procedures and guidelines govern the use of computers\Chromebooks 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\Chromebooks 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\Chromebooks, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers\Chromebooks for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers\Chromebooks to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers\Chromebooks 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\Chromebook files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer\Chromebook code designed to self-replicate, damage, or otherwise hinder the performance of any computer's\Chromebook'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\Chromebooks,

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\Chromebook 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\Chromebook system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer\Chromebook privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board 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\Chromebook applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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

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

**Complaint Procedure**

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

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

**Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**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 and third quarters. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

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.

## **Dances\Prom\Homecoming**

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

## **Middle School Dances**

Middle School dances (6-8) are restricted to students currently enrolled in the Superior middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the

close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### **High School Dances**

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

### **Junior/Senior Prom**

Members of the Superior High School junior and senior classes may invite guests to the prom under the following rules:

1. All guests must be cleared through the principal's office. The name of the guest must be submitted to the principal ahead of time.
2. Guests are expected to follow all rules the students must follow. Each student is responsible for his/her guest's conduct.
3. Appropriate attire is expected. **No blue jeans, shorts, or t-shirts will be allowed at the banquet or dance for prom.** Black dress jeans will be acceptable.
4. **Students who are ineligible will not be allowed to attend prom.**

### **Homecoming**

The selection of Homecoming Queen and Homecoming King candidates shall be made by the entire student body. The male and female students with the highest scores among the candidates will be the Homecoming Royalty Court. The male and female with the highest scores from this vote will be the Homecoming King and Queen.

On the ballot, students will vote on (1) male and (1) female from the senior class that have met the requirements to be on the ballot. The ballots will be based on the following standards:

Number of Students in Senior Class	Number of Candidates
45 or more	12 candidates
35-44	10 candidates
25-34	8 candidates
24 or less	6 candidates

Candidates must be a member of the current senior class and must have a minimum of an 80% grade point average upon completion of his/her junior year. Homecoming activities will be coordinated by the Student Council.

### **Dating Violence**

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

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

### **Discrimination and Harassment**

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: Bob Cook at 402-879-3257 ext. 116, bcook@superiorwildcats.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 ext. 127, mkobza@superiorwildcats.org, PO Box 288, Superior, NE 68978 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bob Cook at 402-879-3257 ext.116, bcook@superiorwildcats.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 and Appearance**

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Tank tops or tops that do not have straps that are at least two (2) inches in width.
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas in school buildings during the school day.
7. Attire, including tattoos, that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. Bare feet (some type of footwear must be worn)

**The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something**

**different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.**

**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 assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.**

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

### **Eye Exams**

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

### **Fighting**

The district has a zero tolerance policy in regards to fighting. Fighting will not be tolerated at school or school activities. Students should do everything they can to avoid physical confrontations at school. Fights at school disrupt the learning environment and cause problems for students, teachers, and the school as a whole.

Everyone involved in a fight at school, on school grounds, or at any extracurricular activity (home or away) will be considered "guilty" of the zero tolerance fighting policy. The following guidelines will be used at Superior Jr./Sr. High School for those students involved in fights:

**First offense:** Automatic two (2) day out-of-school suspension for all students involved.

**Second offense:** Automatic four (4) day out-of-school suspension for all students involved. Parents and students will be required to meet with the administration before the student is allowed back into classes.

### **Fire Drills and Emergency Exits**

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

### **Food and Drink Regulations**

The classroom is meant to be an academic environment. Food, candy, and drink items, other than water, should be used on a limited basis in classrooms under the supervision of the classroom teacher. Food and drink containers cannot be taken to the lockers, unless it is the student's sack lunch brought from home. The juice, water and milk machines will remain on the entire school day.

Gum chewing is allowed during the school day. **Students should dispose of their gum by wrapping it in a tissue and placing it in a trash can. Students should not stick gum under or onto furniture including desks and tables.**

### **Food Service Program**

The Superior Public Schools participate in USDA's National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education.

#### **Breakfast**

The school will serve breakfast daily from 7:40 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 \$1.35 and adults \$2.10 for breakfast.

#### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$2.50. Lunch for 6-12 lunch is \$2.75 for students and \$3.50 for adults.

#### **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 family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if a family account has no funds available to pay for a meal, no food will be provided.

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

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

### **Collection of Delinquent Meal Charge Debt**

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

### **Notice of Non-discrimination**

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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual 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](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

(1) correo: 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; o

(3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

**Field Trips**

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

### **First-Aid**

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

### **Head Lice**

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

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

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

### **Health Problems**

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

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

### **Homebound Instruction**

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

### **Homeless Children and Youth**

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

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

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

ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, who may be contacted at 402-879-3257 ext. 127.

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

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are included in this handbook.

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

Students who are 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.

### **Library**

The library is open from 8:05 A.M. until 3:38 P.M. Monday thru Thursday and from 8:05 A.M. until 2:38 P.M. on Friday. Students should become acquainted with the library. The librarian and assistants are prepared to help students utilize the library. Students are expected to keep the library as clean and orderly as possible. Students with overdue, damaged, or lost books will be charged appropriately for each situation.

### **Lockers and Other School Property**

Each student is assigned a locker. These lockers are to be used for storing items such as books and supplies. Inappropriate posters and pictures are not to be displayed in or on the lockers.

It is the student’s responsibility to see that their locker is locked and in order at all times. This helps to avoid loss and damage. Students will be fined for damage to 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. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to the office of the principal. 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, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

**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

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

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.

### **Meetings of Clubs/Societies/Organizations**

Meetings will be scheduled during PAWS time whenever possible. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

### **Memorials**

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

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

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

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

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 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 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 in 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 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 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.

- 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.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities.

**Students should not bring items such as electronic devices or other similar personal items to school unless they have the prior permission of their teacher or a school administrator. The school is not responsible for damage, loss or theft of personal items or equipment.**

### **Physical Education**

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

### **Physical Exam**

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

### **Pictures**

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

### **Police Questioning and Apprehension**

Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Nebraska Department of Health and Human Services and/or law enforcement officers without prior knowledge of the parent or guardians.

### **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 month of August of the current school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit 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.

### **Regulations Governing Classes and Organizations**

1. A student whose conduct was not satisfactory as determined by the administration or board, or who had a failing grade in any subject in the previous semester, shall not be elected to any office in any class or organization.
2. Any student elected to any office in any class or organization must maintain satisfactory conduct and passing grades. Any student whose conduct becomes unsatisfactory as determined by the administration or board, or who fails a subject, shall be removed from office. An election shall be called to fill the resulting vacancy.
2. No student shall be allowed to hold the same office for more than one year. The election of officers shall take place on a day determined by the principal of the high school and announced at least one day prior to the election. Eligibility lists will be posted at the time of calling the election.
3. Meetings of any class organization may be held with the consent of the sponsor who shall consult the principal before calling such meeting.

All class organization meetings will be governed by the rules of parliamentary procedure. If class organizations foster antagonism or individual members of class organizations fail to render assistance in prohibiting inter-class controversies, all class organizations may be abolished.

### **Rights of Custodial and Non-Custodial Parents**

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that

limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

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

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

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

### **Secret Organizations**

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

### **Searches of Student Lockers and Property**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of, or items placed, in or on school property, including student vehicles parked on school property. 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.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules or state or federal law.

The following rules shall apply to searches of students, searches of a student's personal property, and the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been, or are reasonably expected to be, used to disrupt or interfere with the educational process may be removed from student possession.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Megan McMeen at 402-879-3257 ext. 201 or Bob Cook at 402-879-3257 ext. 116.

### **Senior Class Activities**

1. **Announcements and Cards** - Seniors may purchase class graduation announcements and name cards. Class colors will be selected from the color options presented by the announcement company. From a variety of announcements, all seniors select the one type they would like to have.
2. **Baccalaureate and Commencement** - The final step for seniors is Commencement. Seniors, in their caps and gowns, receive their diplomas at this ceremony. Cap and gown colors will be representative of the school colors red and white. Black or silver may be substituted for white since those colors are present in uniforms used by the school. Seniors will secure a graduation speaker by the end of February or may choose to have a Senior video. The Senior video will be 15 - 20 minutes in length. The administration will approve the speaker or video, and will have the final approval. The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: 93-94% Cum Laude, 95-97% Magna Cum Laude, and 98-100% Summa Cum Laude. The percentages will be based on the students' cumulative grade point average. Any graduating senior with an ACT score of 30 or higher will have their name placed on a plaque. Students caught smoking/drinking/under the influence of drugs or with tobacco/alcohol/drugs in their possession during graduation practice or at the actual ceremony will not be allowed to participate in the formal ceremony, and will receive their diploma before the formal ceremony has taken place.

**Awards Day** - This event occurs during the final week of school. At this program students receive recognition through the presentation of various honors and awards.

### **Smoking and Tobacco**

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

If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Standardized Testing**

The Northwest Evaluation Association's Measures of Academic Progress (MAPS) is administered annually in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered in fall and spring, and the results are sent home with the student's report card each semester.

### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child'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 your child.

### **Student Fee Policy**

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and 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.

There will be a \$30 service charge on all returned checks.

### **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. **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



the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.

**6. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. 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 Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
- Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.
- FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
- Art Club: Annual membership fee of \$10.
- Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
- Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
- Football: Students must provide their own football shoes, undergarments, and mouth guards.
- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Physical Education: Students are responsible for the cost of off campus activities if not graded.
- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.

- Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Family, Career, and Community Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Foreign Language Club: Annual membership fee of \$10.

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in the district's high school. As a general rule, the district will pay all tuition costs for post-secondary courses and cost for achieving industry-based certifications. Students will be responsible for books and other such fees associated with the course. Students who do not successfully meet the requirements to receive credit or certification must reimburse the district for all costs associated with the course or certification.
8. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.
9. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
10. **Participation in Before-and-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. The maximum dollar amount charged by the district for these services shall be \$100 per month.
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 for summer and night school shall be \$300.
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-12
  - Adults \$2.10
  - Regular Price \$1.35
  - Reduced Price \$0.30
- Lunch Program – Grades K-5
  - Adults \$3.50
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50
- Lunch Program – Grades 6-12
  - Adults \$3.50
  - Regular Price \$2.75
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50

**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, plus a suggested \$10 uniform cleaning fee.
- Swing Choir Students must purchase outfits and shoes selected by the and/or student group.

**14. Contributions for 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 extracurricular activities. The suggested donation to the class fund will be \$5 to \$100.

#### **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.

### **Distribution of Policy.**

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

### **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.

### **Fund-Raising Activities.**

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

### **Student Fee Fund**

The school board established a Student Fee Fund. The Student Fee Fund is 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 courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent

home, and the district may require a physician's statement before allowing such students to return to school.

### **Student Records**

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

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

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

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

Directory information about students may 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 in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

### **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.

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

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

### **Transfer of Records Upon Student Enrollment**

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

### **Maintenance and Destruction**

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

## **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 Transfer or Withdrawal**

Students withdrawing or transferring to another school must inform the building principal or **guidance counselor**. Grade reports may be withheld pending payment of all school debts and obligations.

## **Student Vehicle Use**

Use of the school parking lot is a privilege extended to students. Under Nebraska law, this privilege may be made subject to reasonable restrictions to prevent inconvenience to other users and to prevent the danger of injury to persons or property. The school may revoke the parking privilege of any individual at any time for violations of rules governing use of the parking lot. Students who drive cars to school are required to observe the following regulations:

1. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
2. Cars are to be properly parked in designated areas. Student vehicles should be parked in the north parking lot in the areas marked for parking.
3. Students are not to go to the parking area or vehicles during the school day, including over the lunch period unless given permission by the principal.
4. Students driving on permits are reminded that such a permit entitles the student to go directly to and from school by the shortest route.
5. Students participating in activities after school are not to move cars until the activity is completed.
6. Students are not to use cars for errands during school time unless given permission by the principal.
7. Student vehicles parked on school property maybe subject to search when there is reasonable suspicion by school officials that the search will reveal contraband or violations of school rules.

Regulations governing student driving and parking will be in effect during normal school hours and at all school sanctioned or sponsored events outside the normal school day. Vehicles that are improperly parked may be towed away at the direction of the administration, at the expense of the owner or driver.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

## Telephone Calls

The school's telephone may be used only with permission of staff. Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

## Threat Assessment and Response

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

### 1. Definitions

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

### 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who

are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

### **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor the 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 superintendent may, but is not required to, review the following types of information:

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

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 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**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. 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.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### **Bus Regulations**

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

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

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.

- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras are placed on buses 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.

d) **Procedures Concerning Regular Bus Routes**

- 1) 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.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver ahead of time by the parent of

the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.

Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).

### **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 unless other arrangements are granted by the building principal. 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.

### **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.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 65-0011 property. 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 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.**

### **Visitors**

All visitors must report to the office. Students wishing to bring a visitor must have approval from the principal at least two (2) days prior to the visit. The following stipulations shall also apply to visitors other than parents/guardians:

1. Visiting students must be enrolled in another school district.
2. Any problems caused by visiting students will result in the hosting Superior High School student not being allowed to have any future guests visit the school.
3. Visitors are not allowed during the last two days of the first and second semester.
4. Visitors are limited to one day, or a portion thereof, of visitation per school year.
5. Each visitor will be given a visitor's pass that must be worn at all times.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 10/11, and NTV channel 13. Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up for the text messaging and/or email program. An automated calling service will also be utilized for notifications.**

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.

### **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.

### **Withdrawal From School**

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

### **Yearbook Photographs**

Pictures used in the Yearbook are done by a professional photographer and cost the journalism department. Pictures in which students are making inappropriate gestures, wearing clothing which does not comply with the school's dress code, or which display any prop will not be published in the yearbook. If a photo has to be retaken because of a student or students actions, those involved will pay for the cost of the retake.

## **SECTION THREE STUDENT DISCIPLINE**

### **General Discipline Philosophy**

**The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school.** The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

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

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

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior 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. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

### **After School Sessions and Detentions**

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

Students who may have to stay after school 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. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

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

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes.

**Students who receive multiple detentions in one semester will face escalating consequences up to and including possible suspension or expulsion.**

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom or the MS/HS library and is 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 and will face further disciplinary action.

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

1. 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 the conditions outlined by the principal at the time of the suspension.

### **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 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**

**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.

**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.

**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.

**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.

### **Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm**

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

### **Automatic Review of Expulsions Which Continue During the First Semester of the Following Year**

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

### **Use of Force**

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

### **Firearms**

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

The following conduct constitutes grounds for short-term suspension, 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, 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and

- posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - m. Using any object to simulate possession of a weapon; and
  - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
  - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

#### **Reporting Requirement to Law Enforcement**

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; 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.

## **Section Four** **Title IX Policy**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this

paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of

his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by

a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure.

#### 4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## 5. **Grievance Process for Formal Complaints of Sexual Harassment.**

### 5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

**5.1.4.2.1.** The definition of sexual harassment in subsection 2.6;

**5.1.4.2.2.** The scope of the district's education program or activity;

**5.1.4.2.3.** How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

**5.1.4.2.4.** How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**5.1.4.3. Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

**5.1.4.4. Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

**5.1.5. Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**5.1.6. Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a

witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

**5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

**5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## **5.2. Notice of Allegations.**

**5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

**5.2.1.1.** A copy of this policy.

**5.2.1.2.** Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

**5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

## **5.3. Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to

each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

### **5.7. Determination Regarding Responsibility**

**5.7.1. Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

**5.7.2. Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination

regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### **5.10. Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

## **7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation,

hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### **10.1. Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## **Section Five Forms and Signature Pages**

The section contains forms for student and parents to utilize during the school year. The colored pages are forms that must be completed and returned to the school by: **August 19, 2021.**

## Summary of the School Immunization Rules and Regulations

2021-2022

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine,</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.</p>
<p>Students entering school (Kindergarten or 1<sup>st</sup> Grade depending on the school district's entering grade)</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV if given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Students entering 7<sup>th</sup> Grade</p>	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (must contain Pertussis booster)</p>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered</p>

## MEMBERS OF BOARD OF EDUCATION

Matt Sullivan, Pres	Superior	402-879-1891	Jason Jensen	Superior	402-879-5760
Peggy Meyer, V.P.	Superior	402-879-4047	Luke Meyers	Superior	402-879-5852
Brad Biltoft, Sec.	Superior	402-879-5841	Matt Bargaen	Superior	402-879-5886

## SCHOOL ADMINISTRATION

Superintendent of Schools	Marty Kobza	601 West 8 <sup>th</sup>	402-879-3257 Ext. 127
Jr/Sr High Principal	Robert Cook	601 West 8 <sup>th</sup>	402-879-3257 Ext. 116
Elementary Principal	Jodi Fierstein	601 West 8 <sup>th</sup>	402-879-3257 Ext. 225
School Maintenance	Kent Kottmeyer	601 West 8 <sup>th</sup>	402-879-3257 Ext. 166
Bus Supervisor	Kevin Knoell	601 West 8 <sup>th</sup>	402-879-3257 Ext. 204
Food Service Supervisor	Jill Heusinkvelt	601 West 8 <sup>th</sup>	402-879-3257 Ext. 191

## MIDDLE SCHOOL /SECONDARY FACULTY

Corissa Arickx	Soc. Sci.	Lisa Jameson	Science
Audrey Arsenian	Guidance	Randall Loch	PE/Health/Weights
Kelsea Blevins	Spanish	Cindy Mellott	Resource
Kristene Boyles	Resource	Kelly Mumm	English
Alison Brittenham	English	Nelson Petersen	Soc. Sci.
Christina Ehlers	Math	Melody Rempe	Art
Sara Fuller	Business Education	Ryan Renz	Math
Seth Going	Ag. Education	Melissa Schuster	Eng./S.S./Journal.
Katrina Hansen	Science 6-8	Brent Thomas	Ind. Arts/Ag. Ed.
Mason Heath	Math	Allison White	Instru./Vocal Music
Ron Hershberger	Chemistry/Physics	Ashley Wulf	Resource
Paul Heusinkvelt	A.D./Health/Weights	Bailey Zimmerer	Family Consumer Sci.

## MIDDLE/SECONDARY SUPPORT STAFF

Superintendent's Secretary	Kim Williams
Principal's Secretary	Stacey Shroyer
AD Office Aide/Library Aide	Jacki Kleinschmidt
Administrative Assistant	Sharon Biltoft
Resource Aide	TBD
Resource Aide	Nikki Felmlee
Resource Aide	Bev Czirr
Resource Aide	Angelica Hermosillo
Speech\Language	TBD
School Nurse	Megan McMeen

## **SENIOR CLASS**

Pres..... Sherice Frasier  
V. Pres ..... Cailyn Barry  
Secretary ..... Mikynzie Hansen  
Treasurer..... Emma Henderson  
Stuco Rep..... Kya Hodges, Dane Miller,  
..... Shayla Meyer, Seth Schnakenberg

Sponsors ..... Melissa Schuster  
..... Sara Fuller

## **JUNIOR CLASS**

Pres..... Aaron Allgood  
V. Pres ..... Atlee Kobza  
Secretary ..... Haley Blackstone  
Treasurer..... Tanner Theis  
Stuco Reps..... James Love, Jacob Meyer

Sponsors ..... Kelsea Blevins  
..... Shellie Mueller

## **SOPHOMORE CLASS**

Pres..... Teegan Duncan  
V. Pres ..... Nadia McMeen  
Secretary ..... Lilly Edwards  
Treasurer..... Lauren Tietjen  
Stuco Rep..... Cayce Barry, Sophia Fullerton

Sponsors ..... Cindy Mellott  
..... Lisa Jameson

## **FRESHMAN CLASS**

Pres..... Halle Bargaen  
V. Pres ..... Faith Butler  
Secretary ..... Rayne Biltott  
Treasurer..... Lenden Worm  
Stuco Reps..... Carsyn Frasier, Mia Gardner,  
..... Parker Littrell

Sponsors ..... Chrissy Ehlers  
..... Corissa Arickx

## **ART CLUB**

Co-Pres.....Sadie Rempel, Noah Butler,  
..... Nevaeh Wilhelms

Sponsor.....Melody Rempe

## **FFA**

Pres ..... Emma Henderson  
V. Pres ..... Laci Kirchhoff  
Secretary.....Ella Gardner  
Treasurer ..... Seth Schnakenberg  
Reporter ..... Brooklyn Grabast  
Sentinel ..... Sherice Frasier  
Parliamentarian..... Cailyn Barry  
Stuco Rep ..... Cayce Barry

Sponsor.....Seth Going/Brent Thomas

## **FBLA**

Pres ..... Laci Kirchhoff  
V. Pres ..... Neah McMeen  
Secretary..... Sherice Frasier  
Treasurer ..... Haley Blackstone  
Reporter ..... Hailey Blecha  
Historian..... Sherice Frasier  
Social Media ..... Raven Page

Sponsor..... Sara Fuller

## **STUDENT COUNCIL**

Pres. .... Seth Schnakenberg  
V. Presidents..... Emma Henderson,  
..... Neah McMeen, Haley Blackstone

Sponsors.....Melissa Schuster  
..... Melody Rempe

## **DRILL TEAM/YELL SQUAD**

Cailey Hanson, Brianna Strickland,  
Haley Blackstone, Brooklynn Grabast,  
Neah McMeen, Laci Kirchhoff, Lilly Edwards,  
Nadia McMeen, Nevaeh Wilhelms, Halle Bargaen,  
Faith Butler, Parker Littrell

Sponsor.....Steph Corman

**SUPERIOR PUBLIC SCHOOLS  
2021 - 22 SCHOOL CALENDAR**

**August 2021**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**December 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August**

- 2-11 New Student Registration
- 9 Fall Sports Practice Begins for FB, VB and CC
- 9 Staff In-service
- 10 Staff In-service
- 11 Staff In-service
- 12 First Day of School

**September**

- 6 Labor Day – No School
- 15 Early Out In-service
- 30 P-T Conferences 1:30-4:30/5-8 PM

**October**

- 1 No School
- 15 End of 1<sup>st</sup> quarter (45 days)
- 20 Early Out In-service

**November**

- 15 Winter Sports Practice Begins
- 17 Early Out In-service
- 24-26 Thanksgiving Vacation – No School

**December**

- 15 Early Out In-service
- 20 & 21 Semester Exams
- 21 Dismissal @ 1:15
- End of 2<sup>nd</sup> quarter (44 days)
- End of 1<sup>st</sup> Semester (89 days)
- 22-26 NSAA 5 Day No Activities
- 22-31 Christmas Vacation – No School

**January**

- 3 Staff In-service – Work Day
- 4 School Resumes
- 19 Staff In-service

**February**

- 10 P-T Conferences 1:30-4:30/5-8 PM
- 11 No School
- 28 Start of Spring Practice

**March**

- 9 End of 3<sup>rd</sup> quarter (46 days)
- 9 Early Out In-service
- 14-18 Spring Break – No School

**April**

- 15 No School – Easter Break

**May**

- 7 Commencement @ 2:00 P.M.
- 17 & 18 Semester Exams
- 18 Last Day of School
- End of 4<sup>th</sup> quarter (44 days)
- End of 2<sup>nd</sup> Semester (90 days)
- Early Dismissal @ 1:15
- 19 Staff In-service – Workday
- 20 Staff In-service – Workday

**January 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**March 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**April 2022**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May 2022**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Per. 1	8:05 – 8:52	<b>Monday – Thursday Schedule</b>	<b>Monday – Thursday Lunch</b>
Per. 2	8:55 – 9:42		<b>1<sup>st</sup> Lunch</b> Elem. K-4                      11:00 – 11:30
Per. 3	9:45 – 10:32		<b>2<sup>nd</sup> Lunch</b> Class Time                      12:21-1:08
Per. 4	10:35 – 11:22		<b>2<sup>nd</sup> Lunch</b> Grades 5-8                      11:48-12:18
P.A.W.S.	11:25 – 11:45		<b>3<sup>rd</sup> Lunch</b> Class Time                      11:48-12:35
Per. 5	11:48 – 1:08		<b>3<sup>rd</sup> Lunch</b> Grades 9-12                      12:38-1:08
Per. 6	1:11 – 1:58		
Per. 7	2:01 – 2:48		
Per. 8	2:51 – 3:38		

<b>Friday Schedule</b>		<b>Friday Lunch</b>		<b>Late Start Schedule</b>	
Per. 1	8:05 – 8:48	<b>1<sup>st</sup> Lunch</b> Elem. K-4	11:00 – 11:30	Per. 1	10:00 – 10:36
Per. 2	8:48 – 9:31	<b>2<sup>nd</sup> Lunch</b> Class Time	12:10-12:53	Per. 2	10:36 – 11:12
Per. 3	9:31 – 10:14	<b>2<sup>nd</sup> Lunch</b> Grades 5-8	11:40-12:10	Per. 3	11:12 – 11:48
Per. 4	10:14 – 10:57	<b>3<sup>rd</sup> Lunch</b> Class Time	11:40-12:23	Per. 5	11:48 – 12:58
Per. 6	10:57 – 11:40	<b>3<sup>rd</sup> Lunch</b> Grades 9-12	12:23-12:53	Per. 4	12:58 – 1:38
Per. 5	11:40 – 12:53	Please note that periods 5 and 6 are flipped on the Friday schedule.		Per. 6	1:38 – 2:18
Per. 7	12:53 – 1:36			Per. 7	2:18 – 2:58
Per. 8	1:36 – 2:19	Please note that periods 5 and 4 are flipped on the late start schedule.		Per. 8	2:58 – 3:38
P.A.W.S.	2:19 – 2:38				

Per. 1	8:05 – 8:41	<b>Early Out Schedule</b>	<b>Early Out Lunch</b>	<b>Late Start Lunch</b>
Per. 2	8:41 – 9:17		<b>1<sup>st</sup> Lunch</b> Elem. K-4                      11:00 – 11:30	<b>1<sup>st</sup> Lunch</b> Elem. K-4                      11:00 – 11:30
Per. 3	9:17 – 9:53		<b>2<sup>nd</sup> Lunch</b> Class Time                      12:10 – 12:45	<b>2<sup>nd</sup> Lunch</b> Class Time                      12:18 – 12:58
Per. 4	9:53 – 10:29	Please note that periods 6 and 7 will be before period 5. Class periods 1, 2, 3, 4, and 6 will be 36 minutes long while class periods 7 and 5 will be 35 minutes long. Period 8 will be 30 minutes long.	<b>2<sup>nd</sup> Lunch</b> Grades 5-8                      11:40 – 12:10	<b>2<sup>nd</sup> Lunch</b> Grades 5-8                      11:48 – 12:18
Per. 6	10:29 – 11:05		<b>3<sup>rd</sup> Lunch</b> Class Time                      11:40 – 12:15	<b>3<sup>rd</sup> Lunch</b> Class Time                      11:48 – 12:28
Per. 7	11:05 – 11:40		<b>3<sup>rd</sup> Lunch</b> Grades 9-12                      12:15 – 12:45	<b>3<sup>rd</sup> Lunch</b> Grades 9-12                      12:28 – 12:58
Per. 5	11:40 – 12:45			
Per. 8	12:45 – 1:15			

## STUDENT GUIDELINES HANDBOOK

The Superior Middle/High School Student Guidelines Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are requested to sign  
& return the receipt form below before August 19, 2021.**

### PARENT/STUDENT AGREEMENT

I have received and read the Student Guidelines Handbook that describes the Superior Middle/High Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools. My child and I have discussed and understand the content of these policies.

### RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Student Cell Phone Number

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Password for Online Access

\_\_\_\_\_  
Parent's Cell Phone Number

**Please check this box if you wish to be notified via text/email/phone by Superior Public Schools automated phone system about school closures, delays or other pertinent school information. Please make sure you have provided your email address, cell phone number and/or your home phone number for notification.**

### EMERGENCY INFORMATION:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mother's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Other Person Who May Be Contacted in Case of Emergency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Choice of Doctor

\_\_\_\_\_  
Phone

## **Superior Public Schools District and Personal Technology Usage Agreement**

**Privileges** – The use of the Superior Public Schools computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of computer privileges, detention, in school and/or out of school suspension.

**Account Information** – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

### **Personal Electronic Device Policy**

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices and procedures to address student misuse of electronic devices.

### **Definitions**

1. “Electronic communication devices” (ECDs) include, but are not limited to, cell phones, iPads, iPods, tablets, compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
2. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that contains sexual information.
3. “Cyber bullying” means bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

### **Possession and Use of Electronic Devices**

1. Students in grades 9-12 are allowed to use their electronic communication device until the 8:05 A.M. bell rings. Then, they should turn off the device and place it in the area assigned by the classroom teacher. Students in grades 6-8 are not allowed to use their electronic communication device during school. Their electronic communication device should be left at home or turned off and left in their locker. Electronic communication devices are not allowed in the restrooms or locker rooms. Teachers may, at their discretion, utilize electronic communication devices in the classroom for educational purposes.
2. All students who are ineligible or who have not attended detentions or after school sessions with teachers should turn their electronic communication device into the office before 8:05 A.M. The electronic communication device should be turned off and placed in the area assigned by office personnel. Students who are tardy should turn the device into the office upon arrival.
3. Students in grades 9-12 are allowed to use their electronic communication devices at lunch or during passing time, unless they are ineligible according to the Down List. Students in grades 6-8 are not allowed to use their electronic communication device at lunch at any time. If a student would like to make a phone call during lunch, he/she must do so in the office.

### **Responsibility for Electronic Devices**

The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

**Superior Public Schools  
District and Personal Technology Usage Agreement**

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as my be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian, I understand I am responsible for the actions of my child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

# **SUPERIOR PUBLIC SCHOOL DISTRICT**

**Staff Handbook  
2021-2022**

## **INTRODUCTION**

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

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

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

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

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

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

Superior Public School 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: Marty Kobza, Superintendent, PO Box 288, Superior, NE 68978, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) (402) 879-3257, ext 127.

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 4001 – Nondiscrimination

### **USDA 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](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

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

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

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

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

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

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

### **Activity Accounts and Fundraising**

Activity accounts are handled through the building principal's office. No student or sponsor may make any purchase without prior approval from the building principal. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

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

### **Agents, Salesmen and Other Business Representatives**

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

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

### **Announcements and Circulars**

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

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

### **Board Policies, Rules and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student

Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

### **Child Abuse**

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

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

### **Complaint Procedure**

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

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

## **Complaint and Appeal Process.**

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

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. 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) calendar 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 calendar days after the superintendent received complainant's written appeal.
5. A complainant who 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 a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the

school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

### **Computers and the Internet: Acceptable Use by Staff**

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

### **Conflict of Interest**

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

### **Contact Information**

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

### **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or

research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:  
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Corporal Punishment**

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

### **Crisis Response Team**

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

### **Disability Leave (Short-Term)**

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

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee’s school performance, or (3) otherwise adversely affects an employee’s employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Marty Kobza at 402-879-3257 x 127, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) or in person at school. Employees who believe that they have been the subject of unlawful

discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 x 127, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org), PO Box 288, Superior, NE 68978, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Marty Kobza at 402-879-3257 x 127, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

### **Driving (both school and personal vehicles)**

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

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

### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may

be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### **Electronic Communication While Driving**

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

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

### **Expenses**

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

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

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

### **Family and Medical Leave (FMLA)**

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

### **In-School Communication**

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

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

regardless of whether that personal email is received on the staff member's school email account or a personal account.

### **Intellectual Property**

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

### **Jury and Witness Duty Leave**

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

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

### **Keys and Prox Cards**

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

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

### **Meals Program**

Staff may take advantage of meals offered through the district's food program. Staff may purchase breakfasts for \$2.10 per meal or lunches for \$3.50 per meal. The lunch price includes one carton of milk. Extra cartons cost 45 cents.

USDA is an equal opportunity provider and employer.

### **Military Leaves of Absence**

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

Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

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

### **Milk Expression**

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

### **News and Press Releases**

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

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

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

### **Obligations Related to American Civics Instruction**

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

### **Outside Employment**

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

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met.

The District assumes no obligation beyond making such opportunities available.

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

### **Pregnant or Parenting Students**

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

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

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

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

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

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

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

### **Professional Growth**

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

### **Purchasing**

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

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

### **Records and Reports**

Staff members must refer to and comply with Board Policy 5016 regarding the management and maintenance of student records.

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

### **Recordings of Students and Classrooms**

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

### **School Calendar**

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

### **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

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

### **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used

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

### **Smoking on School Premises or at School Activities**

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 that:

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

### **Social Media Usage by Staff**

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

### **Solicitation and Distribution of Merchandise**

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

### **Staff Room**

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

### **Student Interviews**

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

## **Telephones**

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

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

## **Threat Assessment and Response**

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

### **1. Definitions**

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

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

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

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

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

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

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

## **2. Obligation to Report Threatening Statements or Behaviors.**

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

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

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

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

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

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

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

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

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

## **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Transportation Request Forms**

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

### **Visitors**

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

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

Visitors must comply with the following guidelines:

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

### **Wage and Salary Payments**

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

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

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

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on KRFS Radio. In addition, the JMC communications tools will be used to send text and phone messages to staff and students.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes

provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Workplace Searches**

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

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

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

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

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

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

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

#### **3. Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional

growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

#### 4. **Substitute Folders**

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

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

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

#### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

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

#### **Assignment of Teachers**

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

#### **Certificates, Teacher Contracts, Salary Information**

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

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

- a. social security number,
- c. withholding form W-4, and

- d. authorization to withhold for disability insurance benefits
- e. retirement benefit forms

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

### **Cheating**

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

### **Check-out Forms**

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

### **Class Record Books**

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

### **Classroom Management and Student Discipline**

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

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

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

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

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

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

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

### **Classroom Sanitation**

#### **1. Handling of Body Fluids**

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

#### **2. Infectious Diseases**

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

### **Coaching Supplies**

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

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

### **Collection of Student Money**

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

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Superior Public Schools, unless otherwise instructed. When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Community Involvement**

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

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **Duties of Certified Staff**

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

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to

- know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
  - i) Refraining from joining book clubs or film clubs using the school name.
  - j) Turning in all monies collected to the main office by the end of the school day.
  - k) Clearing all class meetings or trips through the principal's office.
  - l) Participating in Student Assistance Teams pursuant to board policy.
  - m) Assisting with the administration of standardized testing as assigned by the administration.
  - n) Provide homebound instruction as assigned by the administration.
  - o) Performing additional duties as assigned by the administration.

### **Eligibility Grades 6-12**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Drill Team.
3. Music competition, performances (except Winter and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

## **Extracurricular Activities**

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

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

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

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

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

## **Evacuations**

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

### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.

- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)
  - 3) hold up a White Card (extra students listed)

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

## **2. Tornado Drills**

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

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

## **3. Protocol for all Evacuations**

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

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

## **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

## **Examinations**

Semester examinations will be given unless deemed appropriate not to give one after consultation with the principal. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

## **Faculty Meetings**

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

## **Field Trip Request Forms**

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

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

## **Grading Policy**

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

**Report cards** - Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. Following the end of each nine weeks grading period report cards will be given to students. **Students must have all fines and bills paid before receiving their report cards or having their online account reactivated.** The report cards are to be taken home.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

## **Elementary Grading Scales**

Grading in the Superior Elementary Schools will follow the guidelines below. Quarter and Semester grades will be given. The Homeroom teacher and the Resource teacher will work cooperatively to give special needs students grades that are appropriate for that student's ability and effort. Parents may be contacted concerning their student's performance.

Kindergarten: Each quarter the report card is marked with a performance indicator. Skills are measured by the following marks: M-Mastered (independent), P-Progressing (Needs some assistance), B-Beginning (Needs work), N-Needs Improvement, NA-This skill has not been taught

Grades 1-2: The letter grades listed below will be used in all subject areas for grades 1-2

H	High Quality	97%-100%
S+	Above Average	90%-96%
S	Satisfactory	80%-89%
S-	Below Average	70%-79%
N	Needs Improvement	0%-69%

Grades 3-5: Percentage grades will be used in core curricular and related subject areas. Letter grades (H, S+, S, S-, N) will be given in Art, Handwriting, Band, Music, and Physical Education.

A+	98% - 100%	C+	82% - 84%	F	0%-69%
A	93% - 97%	C	77% - 81%		
B+	90% - 92%	D+	74% - 76%		
B	85% - 89%	D	70% - 73%		

**Secondary Level:**

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

**Grading Scale**

A+	98-100%	C	77-81%
A	93-97%	D+	74-76%
B+	90-92%	D	70-73%
B	85-89%	F	0-69%
C+	82-84%	I	Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must

clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

### **Guest Lecturers**

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

### **Hall Duty**

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

### **Homework Policy**

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

### **Instructional Materials**

Instructional materials are made available through the Education Service Unit. ~~A catalog and order form will be made available to all members.~~ A listing of items and check out instructions can be found at <https://esu9.org/media-and-technology/media-and-equipment-library/>.

Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

### **Lesson Plans**

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

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

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

### **Media Center**

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

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

### **Paraeducators**

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

### **Parent-Teacher Communication**

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

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.

3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

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

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

### **Private Tutoring**

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

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

### **Pupils' Records**

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

### **Rights of Certified and Probationary Teachers**

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

### **School Day**

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:50 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

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

### **Student Activities**

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

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

### **Student Aides**

Student aides are to be directly supervised by the certified staff member and

are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Attendance**

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

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

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

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

### **Student Attire**

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

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

### **Student Illness**

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

### **Student Medication**

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

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

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

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

### **Student Searches**

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

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period. Coverage time compensation will be paid per the negotiated agreement.

### **Teaching Controversial Issues**

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from

expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

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

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

Classified employees will be granted up to five days off from work with pay in the event of the death of your spouse, child, or parent; up to three days in the event of the death of your grandparents, grandparents-in-law, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sisters-in-law, brothers-in-law, or grandchildren. All requests for bereavement leave should be submitted to your immediate supervisor.

### **Holidays**

Employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day if they fall during the employees scheduled work week.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

### **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

### **Sick Leave**

Classified employees will receive 8 days of sick leave annually cumulative to a 45 day cap. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days in the event of termination of employment.

### **Vacation**

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first three months of employment. After the completion of the last day of the third month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the sixth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Nine month employees may accrue up to five days of vacation; Eleven/twelve month employees may accrue up to ten days of vacation. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days allowed for

his/her particular job assignment. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

**SUPERIOR PUBLIC SCHOOLS**

**Superior Middle and High Schools  
601 W. 8<sup>th</sup> St., PO Box 288  
Superior, NE 68978-0288**

Superior Middle and High Schools . . . . . 402-879-3257, Ext. 1  
Superior Middle and High Schools Fax . . . . . 855-529-4534

**Superior Elementary School  
601 W. 8th St., PO Box 288  
Superior, NE 68978-0288**

Superior Elementary School . . . . . 402-879-3257, Ext. 2  
Superior Elementary School Fax . . . . . 402-879-4054

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Rebecca Fullerton  
Superior, NE  
402-879-1194

**Superior Staff 2021-2022**

**Elementary Teaching Staff**

Laura Baird -----402-460-8282 ----- Nelson  
Kindergarten

Marissa Asche -----402-200-0473 -----Hebron  
Kindergarten

Haley VanNatter-----308-225-1585 -----Superior  
Grade 1

Rachel Renz-----402-450-4694 -----Superior  
Grade 1

Anne-Marie Ohmstede -----402-879-1910 ----- Guide Rock  
Grade 2

Diane Kile -----402-879-5036 -----Superior  
Grade 2

Dana Henry-----402-740-7695-----Oak  
Grade 3

Kate Elting -----402-992-1173 -----Hebron  
Grade 3

Tricia Kuhlmann -----402-200-1224 -----Superior  
Grade 4, After School Hours Enrichment

Nicole Fiegener-----402-801-9352 -----Byron  
Grade 4

Courtney Baker -----402-879-1216 ----- Superior  
Grade 5

Jake Nannen -----402-304-9141-----Superior  
Grade 5, Head Girls Basketball, S-Club

Tierney Casper -----402-710-1153 -----Superior  
Vocal Music, Head Drama

Luke Chadwell -----402-274-7601-----Superior  
Physical Education

Jennifer Utecht -----402-879-5549-----Superior  
Reading Specialist

Heather Blackstone -----402-879-5301 -----Superior  
Title I

Lauren Isaacson -----402-879-5137-----Superior  
Special Education

Courtney Utecht -----402-870-2066-----Superior  
Special Education

Mackenzie Trumble -----402-621-0470 -----Nelson  
Speech/Language

### **Secondary Teaching Staff**

Corissa Arickx -----907-652-2001 -----Superior  
Social Science, Asst Drama, One Act Plays, Sophomore Class Sponsor

Audrey Arsenian ----- 402-516-5337----- Hastings  
Guidance, Community Service Club, TeamMates

Kelsea Blevins -----402-274-7753-----Superior  
Spanish, Junior Class Sponsor

Kristene Boyles -----402-879-1018 -----Superior  
Special Education, JH Sponsor

Alison Brittenham -----402-879-1454 -----Superior  
Middle School English

Christina Ehlers -----402-469-5771 -----Superior  
Math, Asst Girls Basketball, Freshman Class Sponsor

Sara Fuller -----785-647-5071 -----Burr Oak  
Business, Library, FBLA, Senior Class Sponsor

Seth Going -----402-879-8136 -----Superior  
Agriculture Education, FFA, Head Wrestling, Asst Football

Katrina Hansen -----402-879-1004-----Superior  
Middle School Science, Speech, JH Sponsor

Mason Heath -----402-660-2756 -----Superior  
Math, JH Football, Asst Boys Basketball

Ron Hershberger -----402-879-4727 -----Superior  
Chemistry/Physics/Phys Science, Cross Country, Asst Sr High Track

Paul Heusinkvelt -----402-525-3895-----Superior  
Physical Education, Athletic Director, Head Football, Asst Sr High Track

Lisa Jameson -----308-530-1289-----Superior  
Science/Biology/Physiology, Junior Class Sponsor, Secondary Quiz Bowl

Randall Loch -----  
Physical Education, Head Volleyball

Cindy Mellott -----402-879-5369-----Superior  
Special Education, Sophomore Class Sponsor

Kelly Mumm -----402-768-3340 -----Hebron  
English

Nelsen Petersen -----402-405-9951 -----Superior  
Social Science, Business, Drama

Melody Rempe -----402-879-3897 -----Superior  
Art, Art Club, Student Council

Ryan Renz -----402-879-5372-----Superior  
Math, Asst Football, Head Sr High Track, Freshman Class Sponsor

Melissa Schuster-----785-875-4184 -----Superior  
English/Soc Sci/Journalism, Yearbook, Flashlight, Student Council, Sr Class

Brent Thomas -----308-760-7900 -----Superior  
Agriculture Education, JH Football, Asst Wrestling, JH Wrestling

Allison White -----308-293-3783 ----- Superior  
Vocal Music, Instrumental Music, Marching Band

Ashley Wulf -----402-432-4880 -----Guide Rock  
Special Education

Bailey Zimmerer -----402-358-0259 -----Superior  
FCS, Asst Volleyball

**Support Staff**

Logan Christiency -----402-879-1110-----Superior  
Tech Coordinator

Jacki Kleinschmidt -----402-759-1866 -----Superior  
Secondary Library Paraprofessional, AD Secretary

Rhonda Freeman -----402-879-1396 -----Superior  
Elementary Library Paraprofessional

Cindy Adamson ----- 402-416-1852 ----- Nelson  
Elementary Reading Education Paraprofessional

Janice Hatzenbuehler -----402-879-3047 -----Superior  
Elementary Special Education Paraprofessional

Nancy Hass -----402-879-5375 -----Superior  
Elementary Communication Aide

Melissa Jensen-----402-879-1070 -----Superior  
Elementary Special Education Paraprofessional

Jeanie Keifer -----402-879-5657 -----Guide Rock  
Elementary Special Education Paraprofessional

Harlee Corder----- 402-217-9547 ----- Superior  
Elementary Special Education Paraprofessional

Vacant -----402-879-1208 -----Superior  
Secondary Special Education Paraprofessional

Bev Czirr -----402-879-4306 -----Superior  
Secondary Special Education Paraprofessional

Nikki Felmlee -----402-879-5868 -----Superior  
Secondary Special Education Paraprofessional

Christin Hanson----- 402-879-5255 -----Superior  
Secondary Special Education Paraprofessional

Angelica Hermosillo -----402-879-1874 ----- Superior  
Secondary Special Education Paraprofessional

Megan McMeen -----402-879-5208 ----- Webber  
School Nurse

**21st Century Learning Staff**

Jamie Henderson, Project Director ---402-879-1125 -----Superior

Melva Barkow ----- 402-879-5486 ----- Superior

Harlee Corder ----- 402-217-9547 ----- Superior

Angie Ehlers ----- 785-335-3100 ----- Formoso

Kaiya Crouch ----- 402-879-1273 ----- Superior

**PALLS Preschool Staff**

Kara Smith -----402-879-1619 -----Superior  
Teacher

Mary Tietjen -----402-879-5573-----Superior  
Teacher

Vacant----- Superior  
Paraeducator

Tiffany Mundorf -----402-631-1307 -----Superior  
Paraeducator

**Custodial Staff**

Kent Kottmeyer -----402-879-4475 -----Superior

Antonio Ayala Jr -----Superior

Missy Erickson -----402-879-1109 -----Superior

Gwen Mohler -----402-879-5169 ----- Superior

Austin Nondorf -----402-879-1133 -----Superior

Teresa Richardson -----402-257-7117 -----Guide Rock

**Kitchen Staff**

Jill Heusinkvelt -----308-440-7942 -----Superior

JulieAnn Cleveland -----785-648-0877 -----Webber

Shari Cornelius -----402-841-5354 -----Superior

Ann Hobson -----402-879-5250 -----Superior

Vacant----- Superior

**Transportation Personnel**

Kevin Knoell, Bus Supervisor -----402-879-5661 -----Superior  
David Allgood -----402-879-1881 -----Superior  
Kaiya Crouch-----402-879-1273 -----Superior  
Sandee Heller -----402-257-2275 -----Guide Rock  
Tammy Imler ----- 402-879-1482 -----Hardy  
Jeff Kimberly -----402-519-0570 -----Superior  
Marlin Rothchild ----- 402-631-3344 -----Nelson  
Roxane Thompson -----402-226-2811 -----Oak  
Katie Young -----402-879-9143 -----Hardy

**Non-Teaching Extra Duty Staff**

Derek Clark (Asst Football)  
Mindy Clyde (JH Girls Basketball)  
Steph Corman (Drill Team, Concessions)  
Emily Hayes (Accompanist)  
Sarah Kirchhoff (JH Girls Basketball)  
Jacki Kleinschmidt (Concessions)  
Andy Meyer (Asst JH Track)  
Andrew Miller (Asst HS Track)  
Trent Siebecker (Head Boys Basketball)  
Jeremy Tatro (Asst Wrestling)  
Spencer Trapp (JH Boys Basketball)  
Kirk Utecht (Girls Golf, JH Boys Basketball, Boys Golf)

## **Staff Internet and Computer Use**

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

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

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

#### **B. Unacceptable Use While on Duty or on School Property**

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

## **II. School Affiliated Websites**

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

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

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

## **III. Enforcement**

### **A. Methods of Enforcement**

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

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

1. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

2. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

#### **IV. Off-Duty Personal Use**

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

## **Title IX Policy and Grievance Procedures**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### **1. Title IX Coordinator**

**1.1. Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours)

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

**2.1. Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

**2.2. Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**2.3. Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be

participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim

is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following

factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others;  
or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure.

### **4. Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following

school day.

**4.2. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**4.5. General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

**5. Grievance Process for Formal Complaints of Sexual Harassment.**

## 5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived

the privilege.

## 5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

## 5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR

99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition

or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

## 5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections

5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**5.10. Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
- 5.10.1.2. Any appeal and the result therefrom;
- 5.10.1.3. Any informal resolution and the result therefrom; and
- 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

**7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section

does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation,

proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### **10.1. Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of Superior Public School District's Staff Handbook which includes:

1) the District's drug-free workplace policy statement; staff internet and computer use policy; and

2) my authorization for the District to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the unified district during the course of my employment.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Rachel Bruening

13443 Tamarac Pl Thornton, CO 80602 , (541) 771-3332, rachelpaige1425@gmail.com

**OBJECTIVE:** To obtain a position within the field of Special Education.

## **EDUCATION:**

**Post Master's Certificate** in ABA University of Northern Colorado

Completion of Program: December 2018

**Master's Degree** in Autism Spectrum Disorders Grand Canyon University

Graduation: June 2016 GPA: 3.7

**Bachelor's Degree** in Education/Special Education (K-12th) University of Northern Colorado

Graduation: May 2014 GPA: 3.22

## **EMPLOYMENT IN EDUCATION:**

Riverdale Ridge High School, Special Education, Thornton CO, August 2018-Present

Sheldon Home, Autism Specialist, Boulder CO, August 2017-May 2018

Goal Academy, Special Education, Thornton CO, January 2017-May 2017

EDU Healthcare, SSN 6th-Transition, Bailey CO, August 2016-January 2017

Foundations Academy, Mild/Moderate 5th-8th, Brighton CO, August 2015-May 2016

Northglenn High School, SSN Teacher, Northglenn CO, August 2014-May 2015

## **OTHER EMPLOYMENT:**

-Beverage Cart Attendant/Bartender, Riverdale Golf Course, Brighton CO, (August 2009-Present)

-Executive Tans, Sales Associate, Thornton CO, (January 2010-June 2017)

## **ADDITIONAL TRAININGS:**

-Registered Behavior Technician

-CPR/AED Certified

-ABA/RBT

## **REFERENCES:**

Karen Greening, Previous Co-Worker/Mentor Adams 12, (303) 252-8943

Lauren Valentine, Secondary Sped Coordinator 27J, Ivalanetine@sd27j.net, (303) 655-2981

Melissa Fike, Instructional Specialist 27J, mfike@sd27j.net, (303) 655-2804



# NASB BOARD QUICKS



A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

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<http://members.nasbonline.org/index.php/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.  
If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.



## YOUR MONTHLY BOARD AGENDA UPDATE VIDEO LINKS

<http://members.nasbonline.org/index.php/news-resources/videos>

### JULY

NASB LEGISLATIVE LUNCH - JULY 19 - STEINAUER W/ SEN. JULIE SLAMA

NASB ORIENTATION - JULY 21 - LINCOLN

NASB LEGISLATIVE LUNCH - JULY 22 - STRANG W/ SEN. TOM BRANDT

### AUGUST

AREA MEMBERSHIP MEETING - AUGUST 24 - GERING

AREA MEMBERSHIP MEETING - AUGUST 25 - NORTH PLATTE

AREA MEMBERSHIP MEETING - AUGUST 31 - VALENTINE

### SEPTEMBER

AREA MEMBERSHIP MEETING - SEPTEMBER 1 - NORFOLK

AREA MEMBERSHIP MEETING - SEPTEMBER 8 - KEARNEY

FACILITIES & CONSTRUCTION WORKSHOP - SEPTEMBER 9 - KEARNEY

AREA MEMBERSHIP MEETING - SEPTEMBER 15 - YORK

AREA MEMBERSHIP MEETING - SEPTEMBER 29 - FREMONT

### OCTOBER

AREA MEMBERSHIP MEETING - OCTOBER 5 - LA VISTA

AREA MEMBERSHIP MEETING - OCTOBER 6 - NEBRASKA CITY

LABOR RELATIONS CONFERENCE - OCTOBER 12-13 - LINCOLN

5TH ANNUAL SPARQ TAILGATE - OCTOBER 30 - EMBASSY SUITES - LINCOLN

### NOVEMBER

2021 STATE EDUCATION CONFERENCE - NOVEMBER 17-19 - DOWNTOWN OMAHA

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INNOVATION

VISION

ENGAGEMENT

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